



CALLAWAY – LYNN HAVEN
MEXICO BEACH – PANAMA CITY
PANAMA CITY BEACH – PARKER
SPRINGFIELD

July, 2018

EXECUTIVE SUMMARY

The Comprehensive Emergency Management Plan (CEMP) establishes the organizational and procedural framework to ensure that Bay County will be adequately prepared to deal with all hazards threatening the lives and property of Bay County citizens. The CEMP outlines the responsibilities and coordination mechanisms of County agencies, Municipalities, and other taxing districts in a disaster. The CEMP also coordinates response and recovery activities of voluntary organizations active in disasters and the business community. The plan unifies the efforts of these groups for a comprehensive approach to reducing the effects of a disaster.

The Plan addresses the four phases of emergency management (i.e., preparedness, response, recovery and mitigation), parallels state activities outlined in the State of Florida CEMP, Federal activities set forth in the “National Response Framework,” and describes how Local, State, and Federal resources will be coordinated to supplement local response and recovery capability. The CEMP is in compliance with the criteria issued by the State of Florida Division of Emergency Management (FDEM), Chapter 9G-20, F.A.C., pursuant to F.S. §252.

The CEMP is both a planning and an operations-based document that provides guidance for all aspects of emergency management. The CEMP is organized into five essential elements: the Basic Plan, Incident Specific Plans, a Recovery Annex, a Mitigation Annex, and the Incident Command-Emergency Support Function Interface (IC-ESF Interface).

The Bay County Emergency Services Department (DES) extends its appreciation to all partner organizations who participated in the planning effort to create this document.

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BAY COUNTY, FLORIDA
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

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RECORD OF CHANGES, REVISIONS AND / OR AMENDMENTS		
DATE	PAGE(S)	EDIT
06/21/2016	Page 110	Duplicate sentence removed in last paragraph. "The EOC is expected to be staffed and operational within two (2) hours of activation determination/notification." sdw
08/07/2017	Numerous	Revised and updated CEMP jdd
11/15/2017	Numerous	Reviewed entire CEMP cleaning up acronyms and typos. Fixed an issue with several missing pages at the end of the document. Every page was essentially touched with minor edits, which required an update to the table of contents as well. Sdw -Ran CEMP against FDEM Crosswalk
04/20/2018	Page 19	Reviewed and Updated the Promulgation Statement- FEL
04/23/2018	Attachment	Reviewed and updated the Bay County Pandemic Incident Specific Plan - FEL
04/20/2018	Page 36	Reviewed and updated Disease and Pandemic Outbreaks- FEL
04/23/2018	Page 15	Updated Methodology section to explain better just the plan is updated/changed between reviews - FEL
04/23/2018	Page 33	Reviewed and updated Coastal Oil Spill impact and probability. - FEL
04/25/2018	Page 166	Reviewed and updated the Finance Section- FEL
04/30/2018	Pages 47-62	Clarified the Economic Profile chart to include; Average property values and per capita income- FEL
05/01/2018	Pages 29-31	Reviewed and updated the Special Flood Hazard Areas- FEL
05/01/2018	Attachment	Reviewed and updated the Bay County Debris Management Plan - FEL

BASIC PLAN

Introduction

Bay County is vulnerable to a variety of hazards that threaten our population, businesses, and the environment. The CEMP establishes the framework, as authorized by Chapter 252, Florida Statutes, to ensure that Bay County is prepared to deal with “all hazards.” The CEMP emphasizes action within the four phases of the Emergency Management cycle: Preparedness, Response, Recovery, and Mitigation.

The CEMP defines the functional roles and responsibilities of each government entity that partners in Bay County’s disaster organization and their relationship to each other. In addition, the Bay County CEMP provides a comprehensive approach to reducing the effects of disasters on its population and physical environment.

As outlined in **Figure 1**, the CEMP is divided into five essential elements: the Basic Plan, Incident Specific Plans (ISPs), a Recovery Annex, a Mitigation Annex, and the Incident Command-Emergency Support Function Interface (IC-ESF Interface). The following describes each section:

Basic Plan

The Basic Plan outlines the general purpose, scope, and methodology of the plan; coordination, control and organizational structure; and concept of operations and identifies responsibilities of all agencies and resources mobilized by the County to assist in recovering from a disaster. The CEMP enables Bay County to discharge its responsibility for providing direction and control during any large-scale disaster.

Incident Specific Plans

This section of the CEMP includes plans that are specific to unique hazards or infrastructure that will be utilized by all agencies. Incident specific plans are based on Bay County’s unique critical infrastructure and vulnerability to specific hazards discussed in the situation section of the Basic Plan. These incident specific plans identify only specific elements unique to the hazard or infrastructure:

- HAZMAT Response Plan
- Airport Emergency Plan
- Continuity of Operations Plan (COOP)
- Terrorism Incident Annex
- Strategic National Stockpile Plan
- COOP for Bay County Health Unit
- Mass Fatality Plan
- Pandemic Plan
- Debris Management Plan

Specific responsibilities, tasks or functions that will be carried out before, during and after a disaster or emergency are addressed in the incident specific plans. These plans are included by reference in this CEMP.

Recovery Annex

The Recovery Annex outlines the process for assessing the need for and administration of mutual aid and State and Federal disaster assistance.

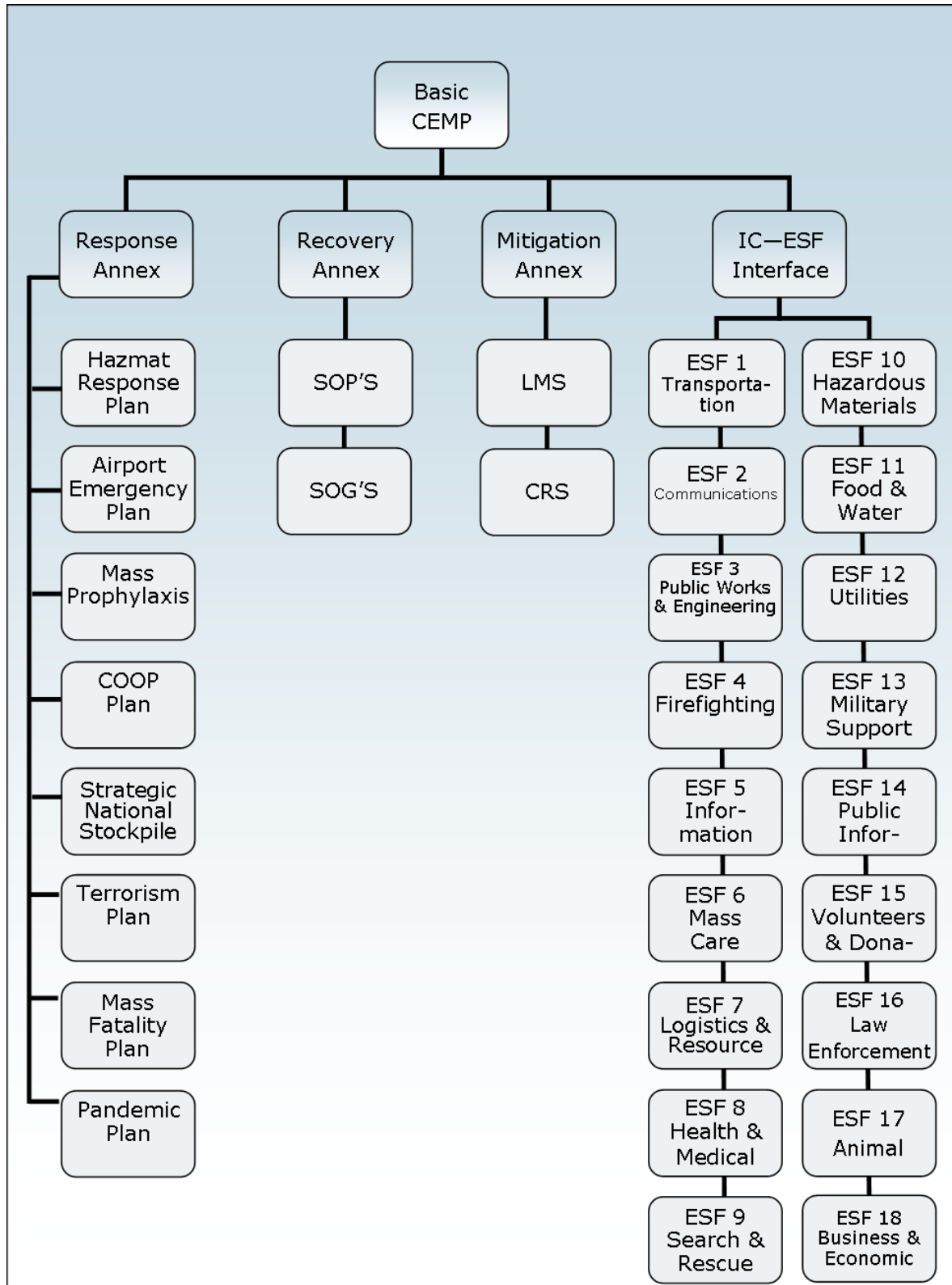
Mitigation Annex

The Mitigation Annex presents general roles, responsibilities and coordination for mitigation activities as well as mitigation activities that are specific to disaster scenarios. This Annex also discusses those activities that are necessary to promote a successful mitigation program during normal, day-to-day local operations.

Incident Command System (ICS)-Emergency Support Function (ESF) Interface

The ICS-ESF Interface identifies the agencies that have primary and secondary responsibility and the concept of operations for incident command and emergency support within the County in response to any incident or emergency situation. This section also describes the coordination among these functions.

Figure 1. CEMP Structure



Standard Operating Guidelines (SOGs)

Standard Operating Guidelines (SOGs) are procedures or guidelines that are agency-specific and utilized by that agency to accomplish the functions, missions, or activities outlined by corresponding Incident Specific Plans (ISPs). SOGs typically include job aids where specific tasks for individual positions are described in detail.

The County is in the process of developing and/or updating SOGs for each agency identified in the ICS-ESF Interface. The finalized SOGs will include an SOG Manual, a Field Operations Guide (FOG), and Job Aid checklists.

Purpose

The CEMP is both a planning and an operations-based document that provides guidance for all aspects of emergency management including disaster preparedness, evacuation and sheltering, Special Needs Program, impact and damage assessment, debris management, training and exercises, and post-disaster recovery programs. The CEMP establishes official emergency management policy for all County departments and Municipalities in response to, recovery from and mitigation of emergencies and disasters within Bay County. The CEMP initiates a temporary re-organization of government intended to provide the most efficient response and recovery system possible through the coordination and maximum utilization of all available resources.

The CEMP establishes a framework for an effective system of comprehensive emergency management, for the purpose of:

- Reducing loss of life, injury, and property damage and loss resulting from natural or man-made emergencies.
- Preparing for prompt and efficient response and recovery activities to protect lives and property impacted by emergencies.
- Responding to emergencies with the effective use of all relevant plans and resources deemed appropriate.
- Recovering from emergencies by providing for the rapid and orderly implementation of restoration and rehabilitation programs for persons and properties affected by emergencies.
- Assisting in awareness, recognition, education, prevention and mitigation of emergencies that may be caused or aggravated by inadequate planning for, and regulation of, public and private facilities and land use.
- Implementing ICS regardless of the magnitude of any given incident or disaster.

Scope

The CEMP establishes the basic policies, assumptions, and strategies for a, comprehensive all-hazards, County-wide Emergency Management Program.

The CEMP prioritizes protection of citizens as a first priority, with the preservation and protection of property being the second priority.

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The CEMP is applicable to minor, major or catastrophic disasters. It is flexible and expandable depending on the emergency situation and needs. Any part or section of the plan may be utilized separately if required by the situation.

The CEMP establishes the procedures to coordinate with Local, regional, State and Federal emergency management agencies, organizations and programs.

The CEMP identifies staff roles and resource allocation, as well as decision-making criteria. It delineates lines of authority, responsibilities and working relations of various entities.

The CEMP brings together County and Municipal resources in a unified approach to manage the disaster. In addition, it identifies a cooperative process for coordination of private sector and volunteer resources.

The CEMP addresses management and prioritization of Local resources and establishes the procedure to request immediate assistance for resources, if needed. State and/or Federal resources will be requested and drawn from when local resources have been exhausted.

The CEMP provides a format for the shift of focus of the EOC from a response to a recovery and includes a mitigation component. Long-range recovery and mitigation is addressed by the ability of the EOC to continue operations in a modified form, after the response phase has been terminated.

The CEMP establishes an effective format for emergency management by:
Identifying the types of hazards that can occur within Bay County.

Determining Bay County's vulnerability to various types of disasters and identifying the most threatening so that appropriate preparedness, mitigation and planning steps can be taken.

Addressing each phase of the Emergency Management cycle:

- Preparedness: Utilizes lessons learned from previous disasters, locally and elsewhere, to determine what is likely to occur during any particular type and intensity of disaster. Likely community needs can be identified and prioritized. Adequate planning pre-determines the best utilization of resources in responding to needs. Identification and training of personnel for roles and responsibilities during the disaster is included in this phase. It involves working with the private sector, residents and volunteer organizations to assist them in pre-disaster education and planning activities to lessen the impact of disasters.
- Response: The implementation of the CEMP allows government to respond to emergencies by activating its plan, incrementally increasing response as needed, giving direction and control to the emergency management effort, and looking ahead to recovery. Individuals respond by implementing their own disaster plans, whether it means evacuating the area or sheltering in place. Private businesses and volunteer organizations implement their plans to secure and protect their assets, and if capable, make available resources to help the community.

- **Recovery:** Begins as soon as possible, sometimes during the response phase. The emergency management organization initiates procedures to assess needs and resources, establish priorities, review State and Federal aid criteria and coordinates with representatives from both levels of government. Once the extent of the recovery effort is determined, the appointed recovery team members determine how best to manage the specific activities, what resources and personnel will be required and what other actions are needed to return the impacted areas to normal operations as quickly as possible. Assessment of both short and long-term mitigation measures takes place during this phase and the “after action” evaluation process is conducted.
- **Mitigation:** This phase involves identifying preventative and/or corrective measures and actions to prevent or limit bodily injury, loss of life or property damage from disasters. It includes policy issues as well as structural projects within government and the private sector. A separate Local Mitigation Strategy (LMS) serves as the guidance document for both pre-disaster mitigation planning and post-disaster recovery.

Methodology

The principle planning effort is the responsibility of the Bay County Division of Emergency Management accomplished through a combined collaborative effort of various organizations. Bay County Ordinance Code, Chapter 15, (Miscellaneous Provisions), Article VI specifies the Emergency Management Working Group Chaired by the Emergency Management Division Chief or designee is the minimum principle collaborative consortium. The Group consists of the following agencies:

- Bay County Emergency Services
- Bay County Division of Emergency Management
- Bay County Office of Public Information
- Bay County Public Works
- Bay County Utilities
- Bay County Division of Fire Rescue
- Bay County Division of Communication
- Bay County Sheriff's Office
- Bay County Transportation
- Bay County Information Technology
- Bay County Property Appraisers Office
- Bay County Animal Services/Extension Services
- Bay County Board of County Commissioners, Administration
- Bay County Council on Aging
- Bay County Citizen Corps
- Bay County School Board
- Citizen At-Large Representative
- Florida Department of Health (Bay County)
- Local Mitigation Strategy Working Group
- American Red Cross, Northwest Florida Chapter
- Florida National Guard
- The Salvation Army, Bay County

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- City of Callaway
- City of Lynn Haven
- City of Mexico Beach
- City of Panama City
- City of Panama City Beach
- City of Parker
- City of Springfield
- Tyndall Air Force Base
- CSS Nave Base
- Bay Medical Center/Sacred Heart Health Systems
- HCA Gulf Coast Hospital
- Private Industry Partners
- Area Colleges and Universities
- North Florida Domestic Security Task Force
- Northwest Florida Beaches International Airport collaborative consortium.

The specific methodology employed in the development of The Plan is through The Emergency Management Working Group (EMWG), which is comprised of agency and functional representatives with emergency management support and coordination responsibilities. The Group provides strategic expertise, support and coordination recommendations in concert with emergency management staff on matters related to the primary mission areas (Prevention, Protection, Mitigation, Response, & Recovery) of emergency management. Delegation of responsibility for plan component promulgation to each organization within each functional area.

The group may elect officers and adopt procedures and rules to conduct necessary business. The EMWG may create subcommittees and taskforces for specific projects and programs obtaining participants from outside the working group. Subcommittee or taskforce participation does not imply EMWG membership.

The establishment of the working group is not indicative of a response structure or management activity. The EOC Operational Guide, current edition, denotes the response organization element. In some cases, members of the working group are included as response members; however, additional response and support elements may be required.

- a. See Attached Promulgation Statement
- b. See attachment letter and signature pages acknowledging and accepting responsibilities.
- c. The following is the distribution list for copies of this plan. Bay County Division of Emergency management maintains and distributes plan copies electronic or otherwise.

- Bay County Board of County Commissioners
- Bay County Departments
- Bay County Constitutional Offices
- Bay County Emergency Services
- Bay County Division of Emergency Management

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- Bay County Office of Public Information
- Bay County Public Works
- Bay County Utilities
- Bay County Division of Fire Rescue
- Bay County Division of Communication
- Bay County Sheriff's Office
- Bay County Transportation
- Bay County Information Technology
- Bay County Property Appraisers Office
- Bay County Animal Services/Extension Services
- Bay County Board of County Commissioners, Administration
- Bay County Council on Aging
- Bay County Citizen Corps
- Bay County School Board
- Citizen At-Large Representative
- Florida Department of Health (Bay County)
- Local Mitigation Strategy Working Group
- American Red Cross, Northwest Florida Chapter
- Florida National Guard
- The Salvation Army, Bay County
- City of Callaway
- City of Lynn Haven
- City of Mexico Beach
- City of Panama City
- City of Panama City Beach
- City of Parker
- City of Springfield
- Tyndall Air Force Base
- CSS Nave Base
- USGS Panama City
- Bay County Chamber of Commerce
- Bay Medical Center/Sacred Heart Health Systems
- HCA Gulf Coast Hospital
- West Florida Local Emergency Planning Committee
- Private Industry Partners
- Area Colleges and Universities
- North Florida Domestic Security Task Force
- Northwest Florida Beaches International Airport

The method by which Bay County Division of Emergency Management ensures that all copies are current is through the establishment and maintenance of an electronic database and an electronic copy.

Each organization maintains an electronic copy for future reproduction. Each organization maintains an electronic copy for future reproduction. The Emergency Management Working Group is responsible for maintaining the Plan. The Chief serves as the Chair and assigns the Specialist to support the activities of the Working Group through quarterly meeting, workshops and correspondence. The Plan is reviewed

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annually during the third quarter meeting for any updates or changes required; thereby ensuring the most current copy is available on the SharePoint and FTP site.

The County may choose to place the most current Plan on the Internet for access by the public; however, sensitive material is not included and/or accessible.

Promulgation Statement

The Bay County Board of County Commissioners adopts this Comprehensive Emergency Management Plan on _____2018. It represents an effort on the part of the County government to do its utmost to assure the health, safety, and well-being of its citizens in the event of a natural or man-made disaster.

This plan provides a framework through which Bay County as a community plans and performs the respective emergency functions during a disaster. It assists the governments and non-governmental partners of Bay County to function effectively, regardless of disaster phase, also providing support to on-scene emergency response personnel working to preserve life and property for the citizens of Bay County.

The County Ordinance Code, Chapter 15, (Miscellaneous Provisions), Article VI specifies the program leadership and the plan responsibility assignment matrix identifies the County departments and other responsible agencies assisting in development of the plan along with Emergency Management. Participation in all phases of emergency management provides acknowledgement and acceptance of assigned responsibilities.

To facilitate the most efficient and effective incident management system, the County recognizes it is critical that federal, state, and local governments utilize standardized terminology, organizational structures, interoperable communications, unified command structures, uniform standards for planning, training, and exercising, comprehensive resource management, and designated incident facilities during emergencies or disasters as identified in the plan.

With the promulgation of this plan, the National Preparedness System and the National Incident Management System (NIMS) standardized procedures for managing personnel, communications, facilities and resources improves the County's ability to utilize state and federal funding enhancing local and state agency readiness, maintain first responder safety, and streamline incident management support and processes as adopted.

Mark L. Bowen
Chief of Emergency Services
Bay County Emergency Services Department

Situation

This section of the CEMP describes the potential hazard consideration, geographic characteristics, support facilities, land use patterns, economic profiles and demographics of Bay County. It also describes specific planning assumptions regarding preparedness, response, recovery and mitigation that were taken into consideration during the development of this plan.

Hazard Analysis

This section details the man-made and natural hazards to which Bay County is vulnerable. Following this section, (see **Table 2**) presents hazard information including the types of hazards, impact of damage, and an assessment of the probability of frequency and potential severity of each hazard.

Winds from Tropical Cyclones

As a general hazard, hurricanes have historically caused a great deal of damage in the State of Florida. They usually have regional multi-County impact, impacting the lives of thousands of citizens.

Hurricanes, the most dangerous and destructive storms on Earth, are tropical cyclones that consist of high velocity winds blowing counter-clockwise around a moving low-pressure center. Hurricanes are commonly classified according to wind velocity, using what is known as the Saffir-Simpson Hurricane Scale (1 through 5) (see **Table 1**)¹. In addition, mobile homes and unsafe structures throughout the County will be vulnerable to winds emanating from all categories of hurricanes,

Table 1. Saffir-Simpson Hurricane Scale (2012)

Category	Wind Speeds	Summary of Damages to Expect
1	74-95 mph 64-82 kt 119-153 km/h	Very dangerous winds will produce some damage
2	96-110 mph 83-95 kt 154-177 km/h	Extremely dangerous winds will cause extensive damage
3	111-129 mph 96-112 kt 178-208 km/h	Devastating damage will occur
4	130-156 mph 113-136 kt 209-251 km/h	Catastrophic damage will occur
5	157 mph or higher 137 kt or higher	Catastrophic damage will occur

¹ Note that whenever the severity or intensity of a hurricane is referenced throughout this Plan, the classification scale used is the Saffir-Simpson scale, even if not directly referenced.

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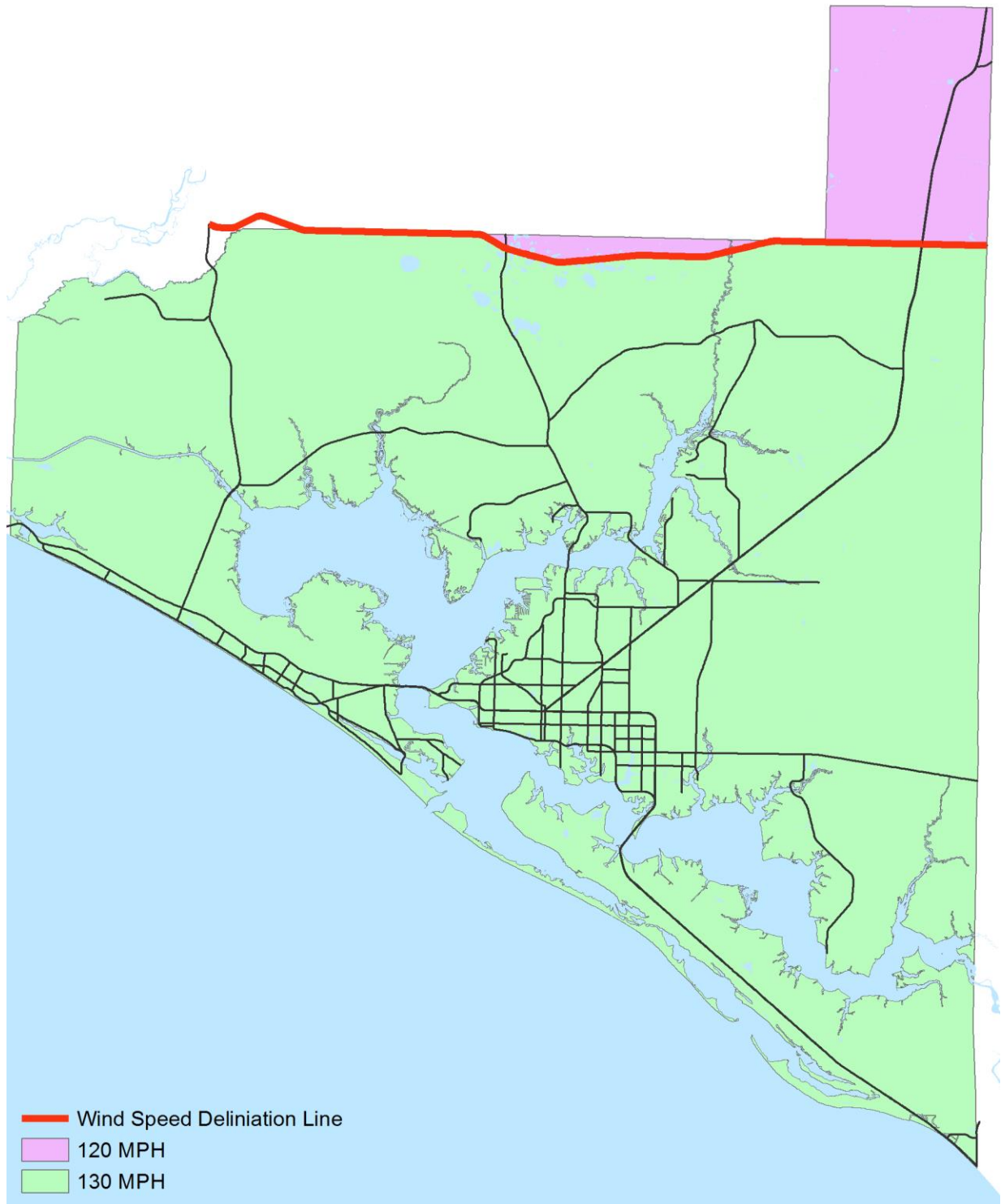
	252 km/h or higher	
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Wind is the second ranked of the lethal components of a hurricane's destructive force yet may affect far more persons than storm surge. Strong winds can be a very dangerous element of a hurricane, reaching up to more than one hundred miles inland. The impact of wind on structures, plus wind-borne debris, can result in injury or death for those far from the coast. Gale force winds and tornadoes associates with hurricanes are very hazardous to mobile homes. High winds often lead to downed power lines and trees thus inhibiting mobility during and after the storm. The Emergency Operations Center coordinates the response for hurricanes.

Unlike the effect of storm surge, the high winds associated with a hurricane will have an impact on inland as well as coastal areas. Therefore, inland areas must plan for the impacts of high winds (downed trees and power lines) on their road system and, perhaps more importantly, on the health and welfare of their citizens living in mobile homes or substandard homes which may not be resistant to these high winds.

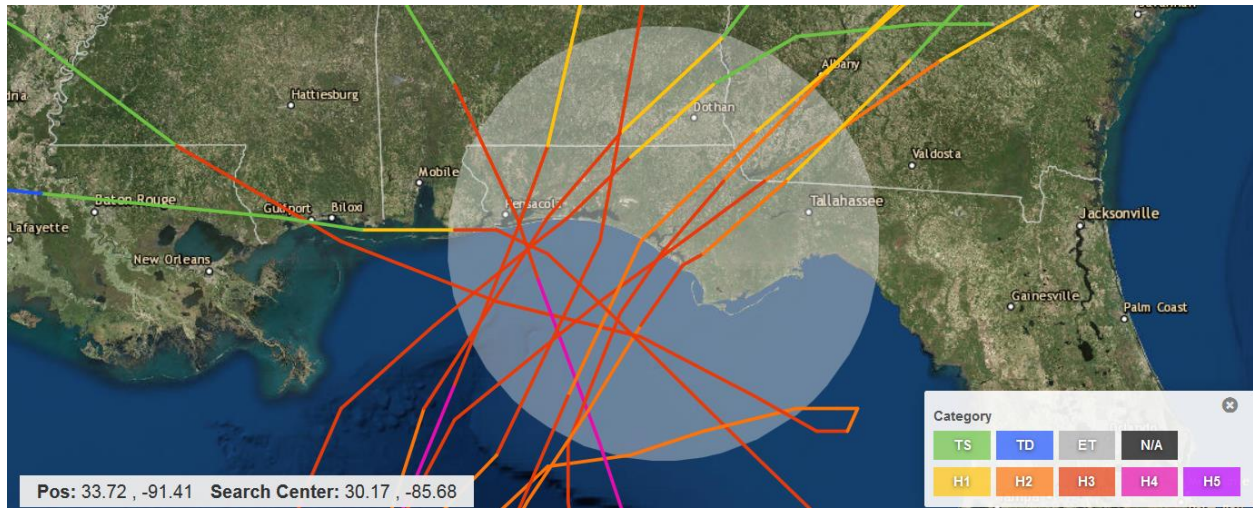
All of Bay County is at risk from high winds, and this threat is exacerbated by the large number of residents who reside in coastal areas. The wind velocity zones established by the statewide building code establish two zones across the County.

Figure 2. Bay County Wind Speed Zones



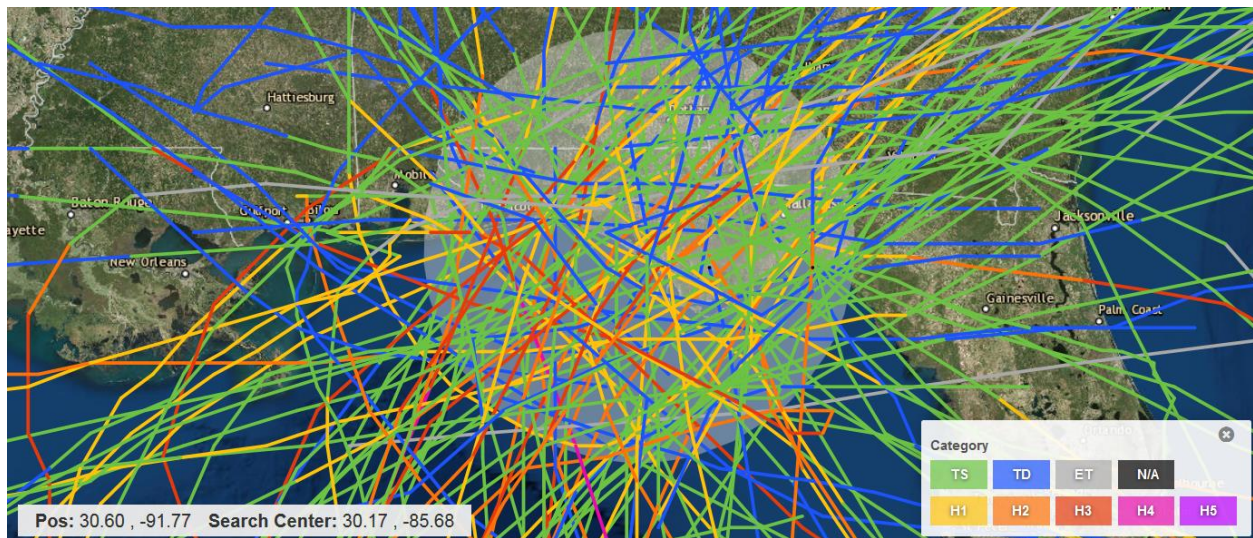
Roughly 159,500 people live in the 130 MPH zone and 4,300 in the 120 MPH zone at the northern reach of the County.

Figure 3. All Major Hurricanes affecting Bay County, 1851-Present



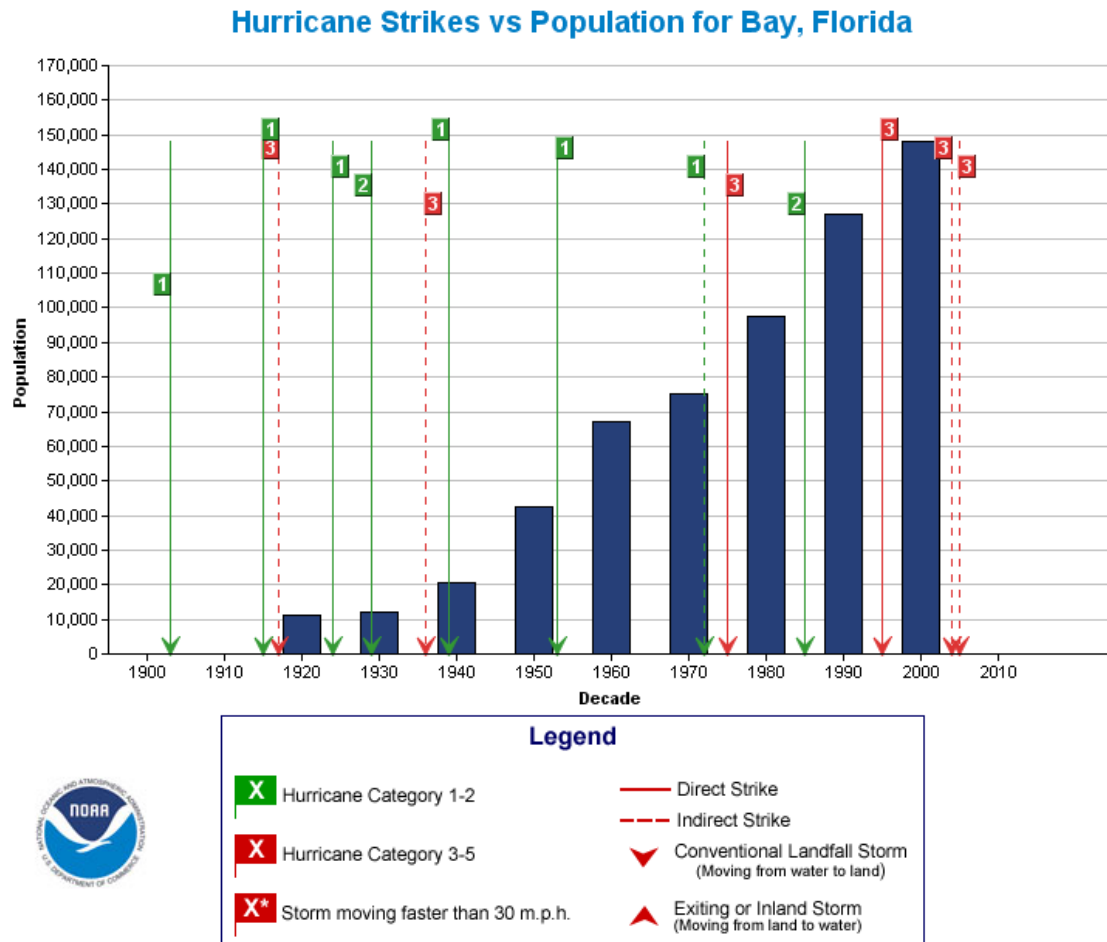
<https://coast.noaa.gov/hurricanes/> (Search Center plus 125 Statute Miles)

Figure 4. All Hurricanes affecting Bay County, 1851-Present



<https://coast.noaa.gov/hurricanes/> (Search Center plus 125 Statute Miles)

Figure 5. Population v. Hurricanes



Hurricane Strike Data: National Hurricane Center

Population Data: U.S. Census Bureau

NOTE: Population values may be missing in some counties, particularly for earlier periods. This is most often attributable to the fact that the county had not yet been established.

NOTE: There may be discrepancies between the strike data shown in this chart and the HURDAT strike data used in the Historical Hurricanes Tracks Tool.

The National Hurricane Center is currently updating the strike data used for these charts.

For more information visit http://www.aoml.noaa.gov/hrd/data_sub/re_anal.html

NOTE: Population data is current as of 2000 U.S. Census. X-axis on graphs depict years through 2010 to illustrate storms that have occurred from 2000-2006.

Note the above graph compares the rising population to hurricanes that came near Bay County.

Bay County is considered to be at high risk for hurricanes, and the entire County base population as well as many tourists may be affected. Depending on the strength of the storm, wind and storm surge damage could vary from minor to complete destruction.

Storm Surge

Storm surge is considered the most destructive of forces related to hurricanes. The surge is caused by frictional forces of hurricane winds on the surface which, over a large body of water such as the Gulf of Mexico, results in a high dome of wind-driven water. The surge of water contains immense destructive power. At times, the effects of the moving water can be likened to a bulldozer clearing everything in its path. Debris propelled by the storm surge can act as a battering ram destroying objects in its way.

Secondary destructive forces resulting from storm surge include beach erosion and inlet formation described above. Studies have shown that the impact of storm surge can be expected along the entire St. Andrews Bay System and its tributaries within the borders of Bay County. Storm surges and wind emanating from Category 1 or 2 hurricanes can destroy or heavily damage beachfront homes and commercial establishments, piers, seawalls, boardwalks, etc. Storm surge and wind emanating from Category 3, 4, or 5 hurricanes are expected to cause massive destruction on coastal barrier islands, and particularly in coastal Municipalities including the cities of Panama City Beach, Mexico Beach, Callaway, Panama City, Parker, Springfield and Lynn Haven. In addition, the Naval Surface Warfare Center – Naval Support Activity Panama City and Coast Guard Station Panama City are expected to encounter such destruction while Tyndall Air Force Base is expected to sustain significant damage. Based on past history, beach erosion, usually the result of stress placed on the shore from the storm surge, is a problem in the western region. In the event of a hurricane either striking or passing near the coast, the potential for beach erosion that can undermine both houses and roads must seriously be considered. Effects of beach erosion on coastal roads should also be considered in relation to late evacuation, recovery from storms, and in planning future roadways.

Areas most at risk from storm surge are those shown in **Figures 6 and 7**. Estimates derived from the LMS Update 2009/2010 and municipal development codes indicate the number of people evacuating the Coastal High Hazard Areas may be as high as 23,800. In the past, the County has experienced a tropical hurricane, on average, once every 3.5 years.

Figure 6. Coastal High Hazard Areas of Bay County

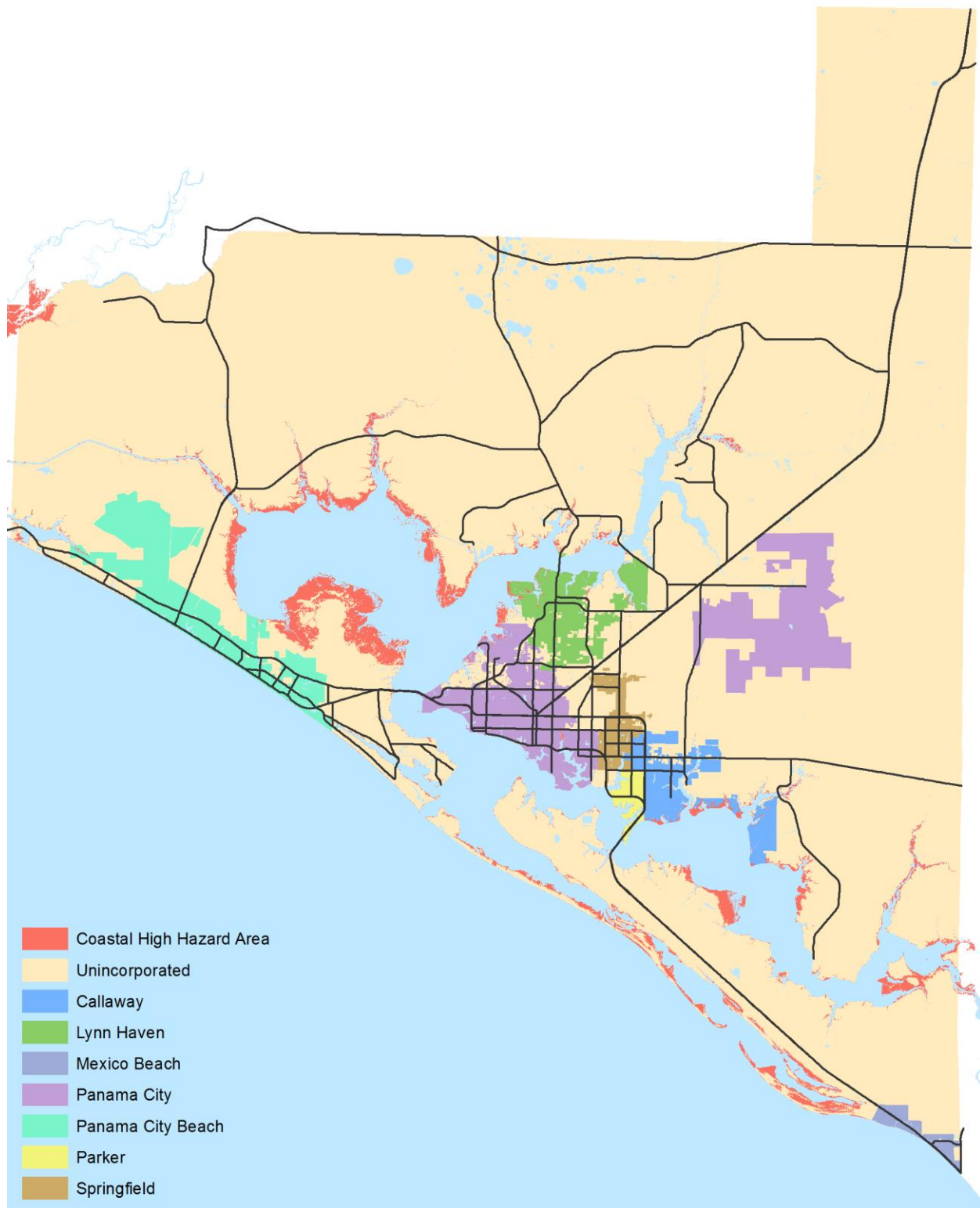
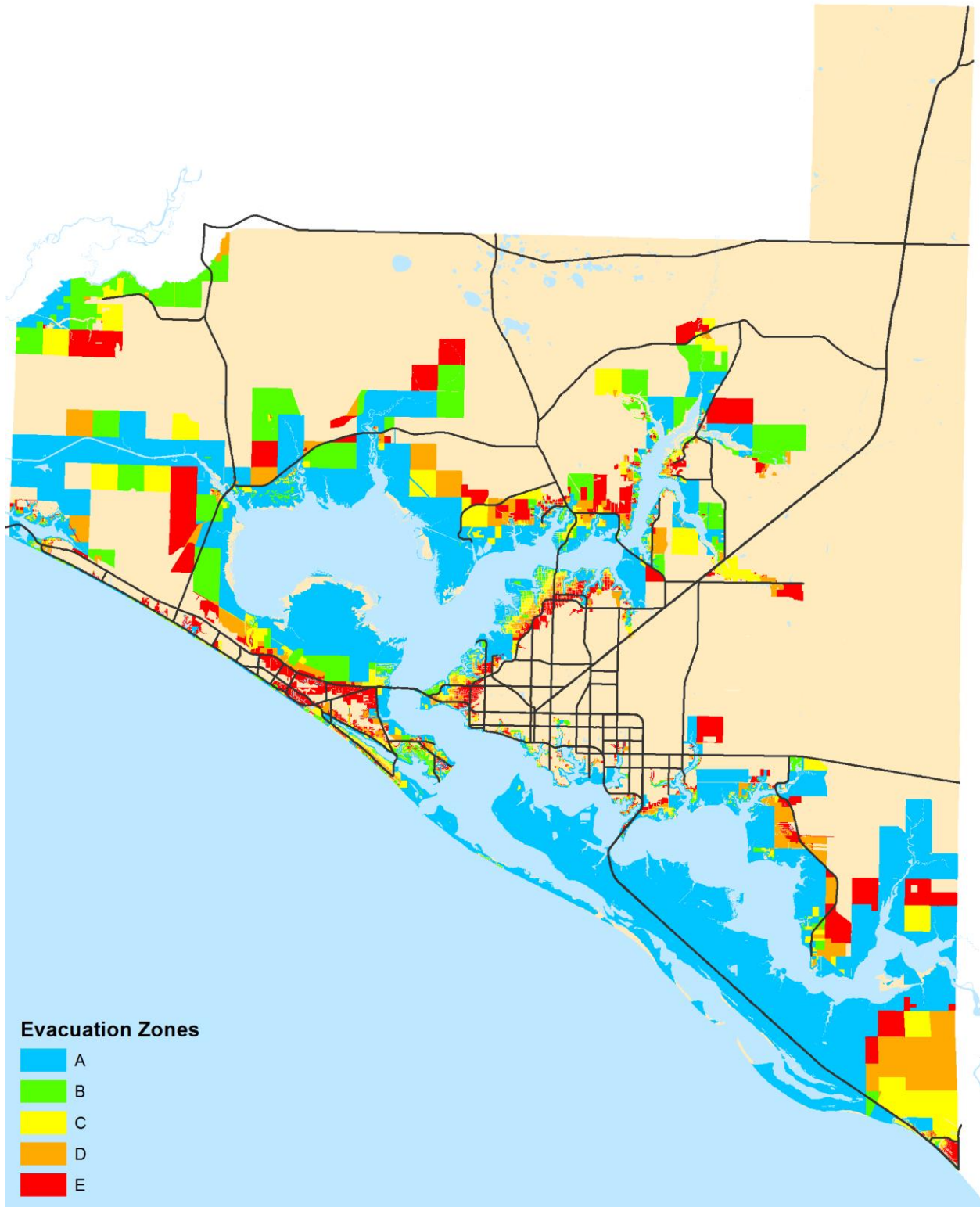


Figure 7. Bay County Evacuation Zones



Although the evacuation of residents and visitors is achievable, the clearance times for a fast moving Category 4 or 5 could require evacuation start times that are beyond our current ability to accurately predict a storm's actual landfall and intensity. The clearance time situation becomes even worse if the size of the storm, or its predicted landfall, required the evacuation of adjacent counties. The problems that arise from merging the evacuees from Bay and neighboring counties may extend clearance times beyond reasonable limits. As a result, residents of Bay County are discouraged from evacuating out of the County unless they are using air transportation or evacuate very early. The threat from storm surge represents a serious hazard to the waterfront communities (i.e., Panama City, Callaway, Parker, Springfield and Lynn Haven) and the entire Municipalities of Panama City Beach and Mexico Beach. In addition, flooding due to torrential rainfall (inundation) could pose a serious threat in portions of Bay County.

Pre-landfall hazards associated with a hurricane also pose a significant threat to a successful evacuation. The natural tendency to delay evacuation until the last minute may trap residents on roadways due to traffic jams or flooded evacuation routes. The torrential rains and tropical storm force winds associated with the outer bands of a hurricane frequently render evacuation routes impassible long before the predicted landfall of the storm. In accordance with a wind effects report distributed by the Florida Institute of Technology, Tropical Storm Force Winds (TSFW) can down trees and power lines, blow out windows, blow down signs, cause flying debris, structural collapse and cause vehicles to overturn and deviate from their course.² It is the policy of Bay County to plan for the effects of TSFWs on preparedness activities and evacuation procedures.

When TSFWs (i.e., one minute sustained 34 knots or 39 mph winds) arrive, overall countywide evacuation and pre-storm preparatory activities will cease. At this time, all response agencies, including the Bay County Emergency Operations Center (EOC), should "lock down," and all on-duty personnel should report to a secure duty station, and vehicular traffic should cease. However, weather conditions may not deteriorate uniformly across the County. Therefore, County departments and response agencies may make exceptions to extend preparedness activities beyond the "lock down" time, but such exceptions must be specified in their disaster response plans or SOGs. These plans/SOGs must specify the conditions, identify those classifications that may authorize, and the criteria used to determine the need for an extension. Bay County Emergency Management strongly recommends that the safety of first responders and County employees be the priority when drafting extension procedures.

Floods

All of Bay County is highly prone to flood hazards associated with hurricanes, tropical storms, and rainfall with high intensity or duration. Bay County averages about 80 thunderstorm days each year. The threat of flooding for Bay County is generally based on local rainfall conditions, and is not affected by rainfall from other states, or from upstream areas which are not in the County. is vulnerable to damage from wind

² Pinelli, Jean-Paul, Subramanian & Chelakara. "Wind Effects on Emergency Vehicles." Report prepared for the Division of Emergency Management, Florida Division of Community Affairs. August 31, 2003.

driven rain and flooding from rain. Based upon the estimated frequency and severity of flooding, Bay County has been divided into evacuation zones. This is done in order to provide sufficient division of the total population at risk in accordance with predicted flooding levels associated with storm surge. These areas and the population estimates provided in this chapter are also used for estimating evacuation clearance times. Clearance times have also been estimated in later sections.

Rain ranks third in the order of a hurricane's destructive force. During the average 24-hour period that it normally takes a hurricane to pass over an area, an average rainfall of between 5 and 10 inches may occur. Normally, this happens concurrently with the arrival of gale force winds. However, in Florida, there have been hurricane-related rainfalls ranging from 12 to 20 inches. These excessive rains that accompany hurricanes can cause excessive flooding in low lying areas that will need to evacuate. It is very important to consider roads which are rendered impassable during heavy rains and which may affect the evacuation of the vulnerable population. The EOC is the central point for managing a flood incident in Bay County.

Floods Zones

The Federal Emergency Management Agency (FEMA) provides the County every ten years with an official Flood Insurance Rate Map (FIRM) that delineates the geography based on the level of flood risk. These map revisions contain areas of high-risk flood potential known as Special Flood Hazard Areas (SFHA). SFHAs are labeled as Zone A, Zone AH, Zone AE, Zone AO, and Zone VE. Further descriptions of Flood Zones are provided in the Hazard Identification and Risk Assessment section of this Local Mitigation Plan.

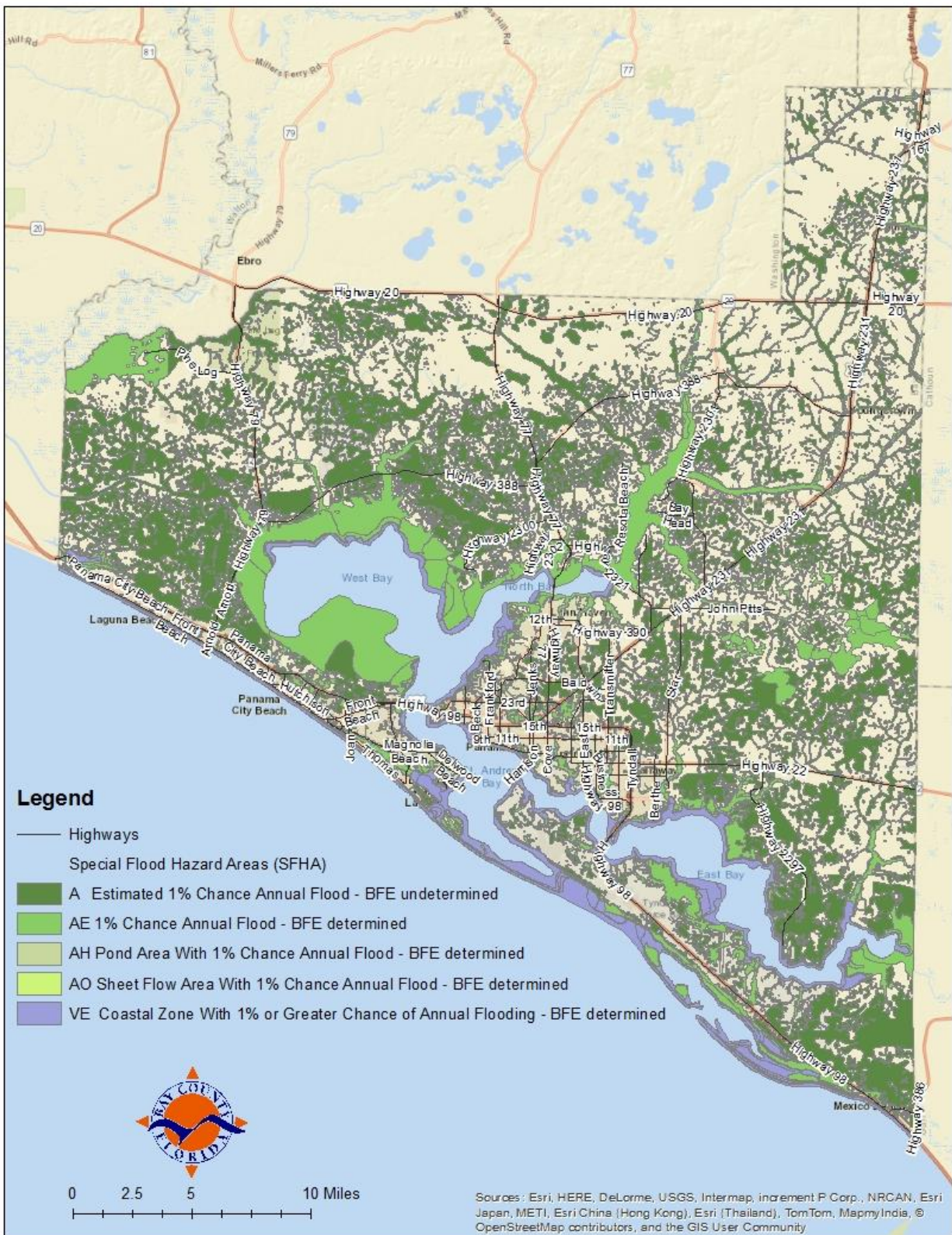
Flood Zone	<i>Description of SFHA designations which appear within Bay County</i>
A	Zone "A" equates to a 1% annual chance of flooding and a 26% chance of flooding over the life of a 30-year mortgage. Because no detailed analysis exists within these areas, no depths or base flood elevations are shown within this zone. Flood insurance is required on federally insured mortgaged property. (100 Year Flood)
AE	Areas within a 1% annual chance of flooding and a 26% chance of flooding over the life of a 30-year mortgage. In most instances, base flood elevations derived from detailed analyses are shown as selected intervals within this zone. Flood insurance is required on federally insured mortgaged property.
AH	Areas with a 1% annual chance of shallow flooding, usually in the form of a pond, with an average depth ranging from 1 to 3 feet. These areas have a 26% chance of flooding over the life of a 30 - year mortgage. Base flood elevations derived from detailed analyses are shown at selected intervals within these zones.
AO	River or stream flood hazard areas, and areas with a 1% or greater chance of shallow flooding each year, usually in the form of sheet flow, with an average depth ranging from 1 to 3 feet. These areas have a 26% chance of flooding over the life of a 30 year mortgage. Average flood depths derived from detailed analyses are shown within these zones..

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VE	Coastal areas with a 1% or greater chance of flooding and an additional hazard associated with storm waves. These areas have a 26% chance of flooding over the life of a 30 year mortgage. Base flood elevations derived from detailed analyses are shown at selected intervals within these zones.
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Bay County is dedicated to reducing new flood damages, repetitive flood losses and retrofitting homes in existing repetitive loss areas in an effort to decrease flood damages. The County has Floodplain management team that currently consists of the Floodplain Manager, who is also a member of the Planning and Zoning staff, members of the Builders' Services, Emergency Services, Engineering and Public Works, and Public Information staff who routinely discuss mitigation strategy. The committee discusses and develops a plan for preventative and retroactive activities that will work to eliminate and reduce any new and repeat flood losses. In 2017, the Local Mitigation Strategy (LMS) was updated to include a new floodplain management component.

Figure 8. Bay County Special Flood Hazard Areas (SFHA).



There are three ways Bay County residents can be flooded: storm surge, bay system or natural flooding, and finally neighborhood or localized flooding caused by poor drainage. Areas at risk are shown in the 100-Year Floodplain Map above as well as areas subject to storm surge for category 1 and 2 storms called Coastal High Hazard Areas and finally, isolated neighborhoods with drainage issues. Due to the low-lying nature of much of the County, localized flooding often accompanies heavy thunderstorms. This localized flooding rarely presents more than an inconvenience but occasionally results in severe flooding, as occurred in a flash flood in February 22, 2008. There is an estimated population within the 100-year flood plain of 53,496. Annual rainfall is roughly 66 inches, and heavy tropical rains subject large areas of the Bay County to damaging effects from flooding.

Hazardous Materials Spills

Residents of Bay County are vulnerable to the harmful effects of an accidental release of hazardous materials. Hazardous materials are transported throughout the County by air, sea, and land transportation. Bay County's highly utilized rail and sea infrastructure creates medium potential for a hazardous material accident. The primary highways in Bay County are State Roads 20, 22, 77, and 79 and US Highways 231 and 98. These roadways are located very close to numerous critical infrastructures. A major rail line that parallels Highway 231 for approximately 3 miles serves as a secondary transportation for cargo loading/off-loading at the port. This rail line also intersects State Road 20. Additionally, ocean carriers load and off-load material at the County's port facilities, which are adjacent to US Highway 98. US Highways 98 and 231 are the major commercial transportation routes in Bay County, and US Highway 98 is the primary road for Tyndall Air Force Base. State Road 79 provides access to water storage facilities, a school and the landfill and crosses West Bay. State Road 77 is also adjacent to at least 2 schools, numerous commercial/industrial complexes, Bay Medical Center, a marina and crosses North Bay and the railroad tracks. State Road 22 is adjacent to numerous commercial/industrial complexes and a school.

Within Bay County, there are a number of public and private facilities that produce, store or use hazardous materials. Emergencies involving hazardous materials can be postulated as ranging from a minor emergency with no offsite effects to a major emergency that may result in an offsite release of hazardous and toxic materials. The overall objective of chemical emergency response planning and preparedness is to minimize exposure for a spectrum of emergencies that could produce offsite levels of contamination in excess of Levels of Concern (LOCs) established by the Environmental Protection Agency (EPA). Minimizing this exposure will reduce the consequences of a hazardous materials incident.

No specific emergency sequence can be isolated as the model for which to plan because each emergency could have different consequences, both in nature and degree. As an alternative to defining a specific emergency, the Bay County HAZMAT Response Incident Specific Plan identifies various parameters for planning which are based upon knowledge of the possible consequences, timing and release characteristics of a spectrum of emergencies. This plan establishes the appropriate response for each level of threat.

Bay County has lost 8 lives and had a recorded 136 injuries due to hazardous material incidents. This is more than all natural hazards combined. The estimated frequency of this type of incident is high.

Commercial Nuclear Power Plant Incidents

The nearest commercial nuclear power plants to Bay County are approximately 45 miles to the north in Dothan, Alabama and 185 miles to the southeast in Crystal River, Florida. This locates Bay County outside any 10-mile radius for plume exposure pathway but within the 50-mile Emergency Planning Zone radius for an ingestion pathway. The Joseph M. Farley Nuclear Plant in Dothan, Alabama started operating in 1977. There has been only one minor incident involving a control rod problem which required a brief shut down of Unit 1, but the unit was restarted on June 22, 2005.

The probability of the County experiencing the effects of a nuclear power plant incident are low due to the fact that most of these types of incidents are due to human error, and the Farley facility has been automated to the greatest extent practicable. If an incident were to occur, it is expected that the damages (primarily to human health) would be significant due to the potential for both acute and chronic health effects. Bay County does participate in an annual drill with the Farley facility in order to review its emergency protocols in the event that a nuclear power plant incident was to occur.

It is helpful to reference our Ingestion Pathway Plan or the State of Florida's Radiological Emergency Preparedness Annex in the State of Florida DEM's CEMP for more detailed information on nuclear power plant incidents.³

Civil Disturbance

There have been no incidents of civil disturbance within Bay County; however, the County is a popular Spring Break destination. The Bay County Sheriff's Office (BCSO) Field Services Division officers are aware of the hazards that may present during Spring Break and are trained for such incidents. The Panama City Beach Police Department also maintains a Reserve and Auxiliary Unit that performs their duties as police officers during the city's busiest times, such as Spring Break. Within this unit, there are four separate entities which consist of walking beats, bicycle patrols, all-terrain vehicles, and prisoner transport.

Civil disturbances could present in any area of the County but would be expected in areas with higher population densities (i.e., beaches, mall, etc.) or at military installations. It is anticipated that the civil unrest occur primarily in form of peaceful non-violent protests. However, there is the possibility that the County could be targeted by terrorist groups or other radical elements based on the importance of these installations on the community. This hazard is expected to present with a low frequency, and associated damages for all incidents except terrorism are expected to be minor to moderate.

Mass Immigration

Bay County has never experienced immigration in mass numbers. It is logical to assume that the coast areas of the County may be more prone to experiencing a mass immigration; however, any geographic

³ <http://www.floridadisaster.org/documents/FLORIDA%20REP%20PLAN%20AUGUST%202014.pdf>

area could be subject to such a hazard. No damages would be expected in association with a mass immigration.

Coastal Oil Spills

Oil spills may occur from various activities including pipeline ruptures, well blowouts, leaking oil storage containers, activities associated with offshore oil exploration, production, and transportation. The probability of coastal oil spill in Bay County is currently in the medium to low range, with “Low” frequency” and a potential for “High” severity upon occurrence. Florida prohibits drilling in its waters within 125 miles of its shoreline. Yet, Bay County remains vulnerable to coastal oil spills resulting from in-shore activities, as well as from offshore activities such as drilling, tanker accidents, or releases near other Gulf Coast states.

In April 2010, British Petroleum operating an oil platform (Deepwater Horizon) in the Gulf of Mexico, south of Louisiana, exploded causing an uncapped wellhead that spewed millions of gallons of petroleum product into the gulf unchecked for about 5 months. The oil product was carried to the coastal shorelines of Bay County in the form of weathered tar-balls. The most significant impact to Bay County was to tourism and the economy.

The U.S. Coast Guard has responded to oil spills near Bay County, generally associated with hurricane after-effects. The potential exists that another large spill may reach the coastline of Bay County impacting miles of recreational beaches, natural resources, and wildlife habitat. Potential future action to open up drilling in waters beyond the 125-mile coastal boundary could elevate the risk further. Regardless of cause, a large coastal oil spill could directly affect the values of the properties involved, and in the case of a long-term incident, or one involving negative public perception, may impact overall coastal property values, just as Deepwater Horizon did.

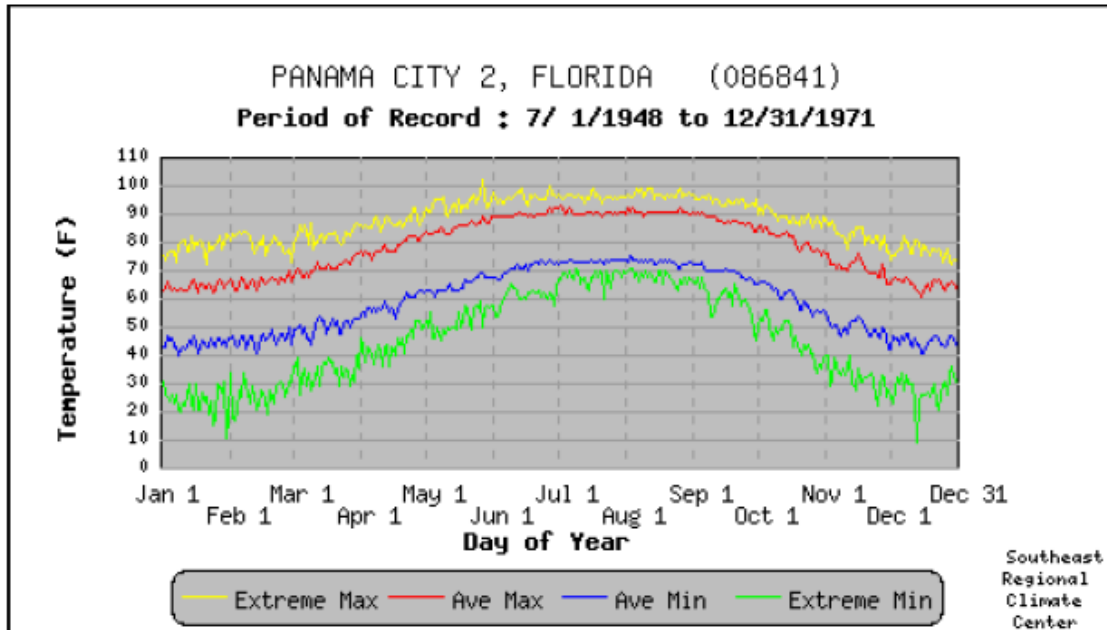
Extreme Temperatures

According to data provided by the Southeast Regional Climate Center, temperatures rarely rise above 100 degrees or fall below 20 degrees. Despite Florida’s normally mild climate, fatalities in Florida due to heat related causes exceed those caused by hurricanes and tornadoes combined. Extreme high temperatures (105° heat index and above) may pose a threat of heat stress to the County’s elderly and infant populations. In the event of electrical service interruption, the lack of air conditioning may pose a particular danger to at-risk populations. Damages and costs are generally limited to medical response and care due to heat stroke and/or heat exhaustion.

Extreme cold temperatures are also a potential threat. The elderly and people with medical conditions, such as diabetes, are especially at risk to extreme temperatures and cannot tolerate intense cold. Cold weather-related medical conditions, such as hypothermia, can become a danger to those who are not physically prepared or sheltered adequately, such as the homeless. Historically, Bay County experiences short 1-3 day duration freezes each year. The ensuing damages are normally related to plants, vegetation, and to unprotected above ground plumbing occur approximately every other year in Bay County with limited associated damages.

Figure 9. Panama City Daily Temperatures

POR - Daily Temperature Averages and Extremes



- - Extreme Max. is the maximum of all daily maximum temperatures recorded for the day of the year.
- - Ave. Max. is the average of all daily maximum temperatures recorded for the day of the year.
- - Ave. Min. is the average of all daily minimum temperatures recorded for the day of the year.
- - Extreme Min. is the minimum of all daily minimum temperatures recorded for the day of the year.

Brush, Wildfires and Forest Fires

According to the National Fire Incident Reporting System (NFIRS) between the period 2005-2010, Bay County has experienced 452 wildland, forest and/or brush fires. On average for this six-year period (2005-2009), there have been 75 fires per year. This represents an average affected area of 15 acres per fire.⁴ Bay County did sustain a major forest fire in July of 1998 in which 500 acres were scorched from fire which appeared to have started from a lightning strike. According to the School of Forest Resources and Conservation at the University of Florida, forests cover approximately 82% of Bay County's land area. The

⁴ Compiled from Florida Department of Agriculture & Consumer Services, Division of Forestry, Daily Reports on Wildland Fire Activity data

large amount of forested land in Bay County increases the vulnerability of the population to wildfires. Callaway, Lynn Haven and the unincorporated towns of Southport, Fountain, and Youngstown are located near heavily wooded areas, and the unincorporated town of Southport is near the site of the 500 acre wildfire. Damages from wildland fires may be significant because of the significant timber industry in the County. The estimated exposure of Bay County's existing structures to wildfire hazards was determined through MEMPHIS. The estimated number of structures at risk is listed below:

Potential Impact of Structures Potentially Vulnerable to Wildfire

Structure	Wildfire
Single Family	5,547
Mobile Home	2,683
Multi-Family	1,303
Commercial	709
Agriculture	931
Gov. / Institutional	244
Total	11,417

*Emergency Management, Parallel Hazard Information System
(MEMPHIS)² 2005 data, updated by the County in 2009*

(MEMPHIS is an experimental web based system to allow emergency managers to easily access a variety of hazard related data in support of the Florida Local Mitigation Strategy Project, created by Kinetic Analysis Corp.)

Thunderstorms and Tornadoes

According to the National Oceanographic and Atmospheric Administration (NOAA) National Climatic Data Center (NCDC) at <https://www.ncdc.noaa.gov/stormevents/>, Bay County averages 80 thunderstorm days each year and experienced 70 tornadoes between January 1, 1950, and November 30, 2009. Prior to 1994 accurate tornado landfall data is not available for Bay County. The NCDC estimates that between 1950 and 2017 approximately \$24.6 million in wind damages occurred within the County from tornados. Detailed information on the tornadoes that have impacted Bay County is included in the Mitigation Annex to this CEMP.

Tornadoes in the North Florida panhandle are typically the smaller, less intense F1/F2 Class systems; however, they place the entire population at risk. Tornadoes may be spawned by land-falling hurricanes, especially the right-front quadrant of the storm. Hurricane-related tornadoes are not usually accompanied by hail or lightning, the usual warning signs of a tornado. Bay County experienced 2 tornadic fatalities and a number of lesser injuries from Hurricane Ivan in 2004.

Drought

Because it is a coastal community, Bay County has extremely limited experience with drought conditions. In 1998, the Drought Index ranked the County with desert conditions. Due to the large percentage of land area covered by forests (82%), drought presents a serious problem for Bay County due to the increased

potential for wildland fires. The non-Municipal population in the unincorporated County is especially at risk from this hazard, due to loss of water wells.

Sinkholes

According to the Florida Geological Survey, there has been only one sinkhole recorded in Bay County history. The sinkhole occurred on February 22, 2008, at 8:02 AM near the intersection of John Pitts Road and Tree Farm Road in Panama City. The sinkhole was estimated to be approximately 15 feet in diameter with an unknown depth. It is believed that excessive rainfall caused this sinkhole.

Bay County's geology consists predominantly of quartz sands with some silts, clays and gravel. These geologic features are not typical of areas where sinkholes are commonly found. No particular area or population is especially at risk from this hazard.

Terrorism

Bay County is not considered a high ranking terrorist-targeted area; however, the military installations in the County may draw interest. The County was affected indirectly by the attacks on New York and Washington on September 11, 2001, along with the rest of the nation. No event before or after, related to terrorism, has impacted the County directly.

The two major military installations (Tyndall Air Force Base and Naval Surface Warfare Center Panama City) are expected to be at greatest risk for a terrorism incident; however, the entire County area and population may be targeted/impacted. The types of damages include death and/or injury of citizens and damage/destruction of structures and infrastructure. Because of the wide variety of weapons and tactics that can be used, it impossible to estimate the costs associated with damages from this type of hazard; however, costs as high as \$100,000/month have been recorded for emergency personnel training, provisioning and response. Please refer to the Bay County **Terrorism Incident Annex**.

Exotic Pests and Diseases

Bay County does not have a significant agricultural industry so the effects of exotic pests and diseases are expected to be minimal. The timber industry may be at risk from this hazard, but Bay County has not experienced any vermin/blights. If an exotic pest or disease was to affect the timber industry, the economic effects could be moderate to high.

Disease and Pandemic Outbreaks

Florida Department of Health specialists estimate this type of threat can be planned for about once every 30 years and would probably need to reach about 100 cases before triggering an emergency. Public Health threats are present at all times in some form or another and have a "High" probability for occurrence. These have historically had "Low" severity and limited impact in Bay County. The severity is dependent on the nature of the threat, rapid detection, method of transmission, mortality rate, public perception, medical stockpiling, and a host of other factors. The Bay County Pandemic Incident Specific Plan addresses Bay County's risk and response to a pandemic outbreak.

Critical Infrastructure Disruption

Details of the power outages are un-available, but it is believed that they caused significant disruptions to many communications, electronic and water and sewer systems. Such an incident is only expected to occur rarely but causes a wide (but not very deep) impact. Generally, these kinds of incidents are not life-threatening and cause little permanent wide-spread damage but are very costly for their short durations. Persons who live at home with no generators who are medically dependent upon their hvac system or persons requiring electrically dependent life sustaining equipment and supplies are considered the most vulnerable population in the County and especially at risk from this hazard.

Special Events

Bay County has the following events per year:

Spring Break – Panama City Beach (May – April)	250,000 Guest
Pirates of the High Seas Fest	25,000 Guest
Tyndall AFB (Air Show) Events - Every odd year	80,000 Guest
Pepsi Gulf Coast Jam	18,000 Guest
4 th of July / Memorial Day Events	250,000 Guest
Thunder Beach Motorcycle Spring Rally	100,000 Guest
Thunder Beach Motorcycle Autumn Rally	100,000 Guest
Panama City Beach Ironman Triathlon	20,000 Guest
Panama City Beach Mardi Gras and Music Festival	30,000 Guest

Major Transportation Incidents

No major water-related accident has ever occurred resulting in the loss of the Gulf Intracoastal Waterway or the US Highway 30 Alternate bridge that connects the mainland of Bay County to Panama City Beach. The rail line provides another potential avenue for a major transportation incident. On February 26, 1978, a St. Andrews Bay freight train headed south to Panama City's paper mill derailed just north of Youngstown around 2:00 am and released chlorine gas and liquefied petroleum gas (LPG). The tracks run parallel to Highway 231, and a cloud of chlorine gas covered the roadway. Ultimately, at least 2,500 people were evacuated from a 5-mile surrounding radius. There were 8 fatalities and over 136 injured, 20 of them members of first responding law enforcement, were taken to local hospitals. Highway 231 was closed for days. As a result of this incident, all Bay County Sheriff's offices are now fully trained and equipped to react to dangers posed by chemicals that might be spilled. The potential for such an incident to occur in the future is high because hazardous materials continue to be transported using this rail line.

Florida Highway Patrol statistics compiled for 2016 indicate that Bay County experienced approximately 4,089 traffic accidents within the year resulting in 38 fatalities and 2,290 injuries. No statistics have been

uncovered indicating how often Federal or State highways (i.e., US Highway 98, US Highway 231, etc.) are closed due to incidents. Source: <https://firesportal.com/Pages/Public/QuickStats.aspx>

Hazard Prioritization Process

Nineteen hazards were identified and their vulnerabilities analyzed as required between the State of Florida CEMP Guideline Criteria and the LMS requirements. Each Local government has different priorities based on the outcome of this hazard analysis for particular jurisdictions. Bay County has coordinated with each Municipality to identify its priority hazards that call for the development of standard operating guidelines (SOGs), resource identification, impact analysis, preparedness strategies, performance objectives, hazard elimination and mitigation priorities for high value and/or critical facilities. The nineteen identified hazards include:

- Floods
- Hurricane Winds and Storm Surge
- Hazardous Materials Accidents
- Nuclear Power Plant Incidents
- Civil Disturbance
- Mass Immigration
- Coastal Oil Spills
- Freezes
- Wildfires
- Thunderstorms and Tornadoes
- Droughts
- Sinkholes and Subsidence
- Terrorism
- Extreme Heat
- Public Health Incident
- Lightning
- Major Transportation Incidents
- Critical Facilities Disruption
- Special Events

Based on its review and those from the various municipalities (see **Table 2**), Bay County prioritized the hazards facing the County and its municipalities with respect to potential frequency of occurrence and impact. The top hazards were identified as:

- Wind and Storm Surge from Hurricanes
- Floods
- Hazardous Materials Accidents
- Wildfires
- Thunderstorms and Tornadoes
- Public Health Incident
- Major Transportation Incidents
- Special Events

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Table 2. Bay County Hazard Analysis from LMS

Vulnerability Assessment Maps included in LMS	Natural Hazard Effect	Associated Natural Hazard Event	Potential Cost of Hazard Event* (Damage Impacts)	Probability of Associated Natural Hazard Event **
Coastal High Hazard Area (FLOOD RISK)	- High velocity wave action - Flooding	- Tropical storm - Hurricane - Marine seismic Activity	High*	High**
Flood Zones (FLOOD RISK)	- Flooding	- Heavy rainfall	High*	High**
Storm Surge Zones (FLOOD RISK)	- High- velocity wave action - Flooding	- Tropical storm - Hurricane	High* (Except Springfield which is low)	High** (Springfield = low)
Projected High Winds (WIND RISK)	- Wind speeds 63 thru 163 mph	- Tropical storm - Hurricane	High*	High**
Tornado Risk (WIND RISK)	-High speed cyclonic Winds	- Thunderstorm - Tropical storm - Hurricane	High*	High**
Wildfire Potential	- Uncontrolled fire	- Dry Conditions - Drought - Lightning	Medium* Bay County low* municipalities	Medium** Bay County low* municipalities
Tsunami Risk (FLOOD RISK)	- High velocity wave action - Flooding	- Marine seismic activity/earthquake	Low*	Low** (no mitigation measures proposed as there have been no historical events)
Sinkhole Potential	- Ground collapse	- Karst subsidence	Low*	Low** (no mitigation measures proposed as there have been no historical events)

***Potential Costs:**

High – \$1million to several billion

Medium - \$500,000 to \$1 million

Low - \$0 - \$500,000

**** Probability:**

High – Occurrence of 1 per year

Medium – Occurrence of once every 3 years

Low – Occurrence of once every 100-500 years

Maps and charts that detail the specific fire district areas of the County and Municipalities that are at risk from the hazards identified in the LMS, the type of structure considered vulnerable, and the dollar amounts of potential loss in each land use category are provided in the Mitigation Annex to the CEMP.

GEOGRAPHIC INFORMATION

The analysis of potential hazards is the basic component of any community's comprehensive emergency management plan (CEMP). A complete understanding of the community's geography, demographics, and land use trends is essential to be able to minimize the possible loss of life, human suffering, and damage to public and private property associated with major natural or man-made incidents. The information developed can provide Bay County's emergency manager with a tool, which can be used to identify those

hazards that require an organized response to properly manage related activities, so that needed priorities and actions can be established.

The hazards analysis involves not only knowledge of the kinds of hazards to which Bay County is subjected, but also specific estimates of people and property at risk from a particular hazard. When this measure of vulnerability, reflecting a worst-case situation, is combined with available hazard information, the community can estimate the frequency and extent of damage and the areas and persons affected. This combination of factors is the key to determining if present capabilities are adequate for mitigating, preparing for and responding to an emergency, and if found inadequate, identifying procedures needed to upgrade these capabilities.

Geographic Characteristics

Bay County is located in the panhandle of the State of Florida, approximately 50 miles south of the State of Alabama. Bay County comprises approximately 1,033 square miles (i.e., 661,120 acres) with approximately 74% of that area being land mass. It measures approximately 36 miles from east to west at its widest extent and 44 miles from south to north at its longest extent (source: Bay County Chamber of Commerce). The elevation in Bay County ranges from sea level to almost 200 feet in the northern section of the County and is, on average, 75 feet above sea level.

Bay County is divided into four major service areas: Urban, Suburban, Rural Community and Rural. These areas are made up of varied and distinctly different geological regions known as Sand Ridges, Low uplands, Flatwoods, Wet Depressions, Flood Plains, Swamp, and Tidal Marshes. Vegetation ranges from salt-tolerant needle reeds and Corregresses in the tidal marshes to a wide variety of pines in the Flatwoods area. A moderate to dense stand of pines covers the major portion of Bay County. Most of the land is level to gently sloping as it progresses from the coastal areas inland.

The major geographical feature of Bay County is the St. Andrews Bay System composed of East Bay, St. Andrew Bay, North Bay and West Bay. The natural drainage pattern in Bay County consists of three major drainage basins. The main basin encompasses the area between the Apalachicola and Choctawhatchee Rivers, where the waters drain the upland into the St. Andrew Bay System and the Gulf of Mexico. The two remaining basins are relatively small and drain into the Chipola River (northeastern portion of Bay County) and the Choctawhatchee River below the Pea River.

There are numerous lakes, ponds, creeks, and streams, but no rivers located within Bay County. Natural karst lakes are located in the northern portions of the County. Most of the river-rain systems are “black-water systems”, meaning that they originate in bogs and swamps. The most prominent spring-fed creek is Econfinia Creek. Other estuarine waters in the Country include Lake Powell, St. Andrew Sound, and Grand Lagoon as well as numerous bayous.

Existing Land Use Characteristics

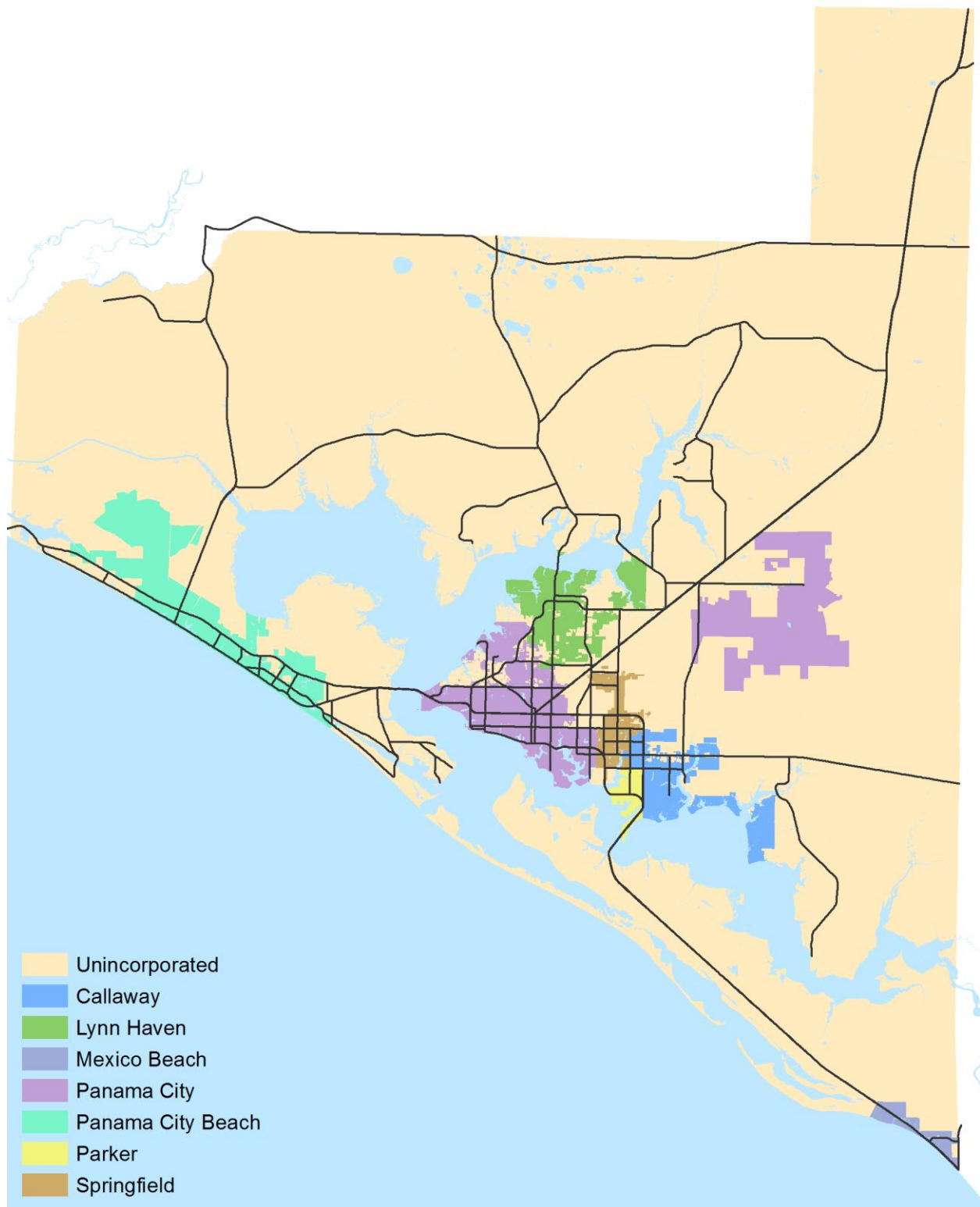
Bay County was incorporated in 1913 to bring together citizens of the towns on St. Andrews Bay. Panama City was selected as the County seat. The need to create Bay County resulted from the completion of the

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Atlanta & St. Andrews Bay Railway in 1908 followed by the location of mills and naval stores industries in the area, which resulted in a marked increase in immigration.

Residential development followed the industrial growth, and in the early to mid-1940s, the County became home to Tyndall Air Force Base and Naval Support Activity Panama City, which resulted in additional residential development. There are seven incorporated Municipalities in Bay County: City of Callaway, City of Lynn Haven, City of Mexico Beach, City of Panama City, City of Panama City Beach, City of Parker, and City of Springfield. A map of the County and various Municipalities are provided in **Figure 10** on the next page.

Figure 10. Bay County and Its Municipalities

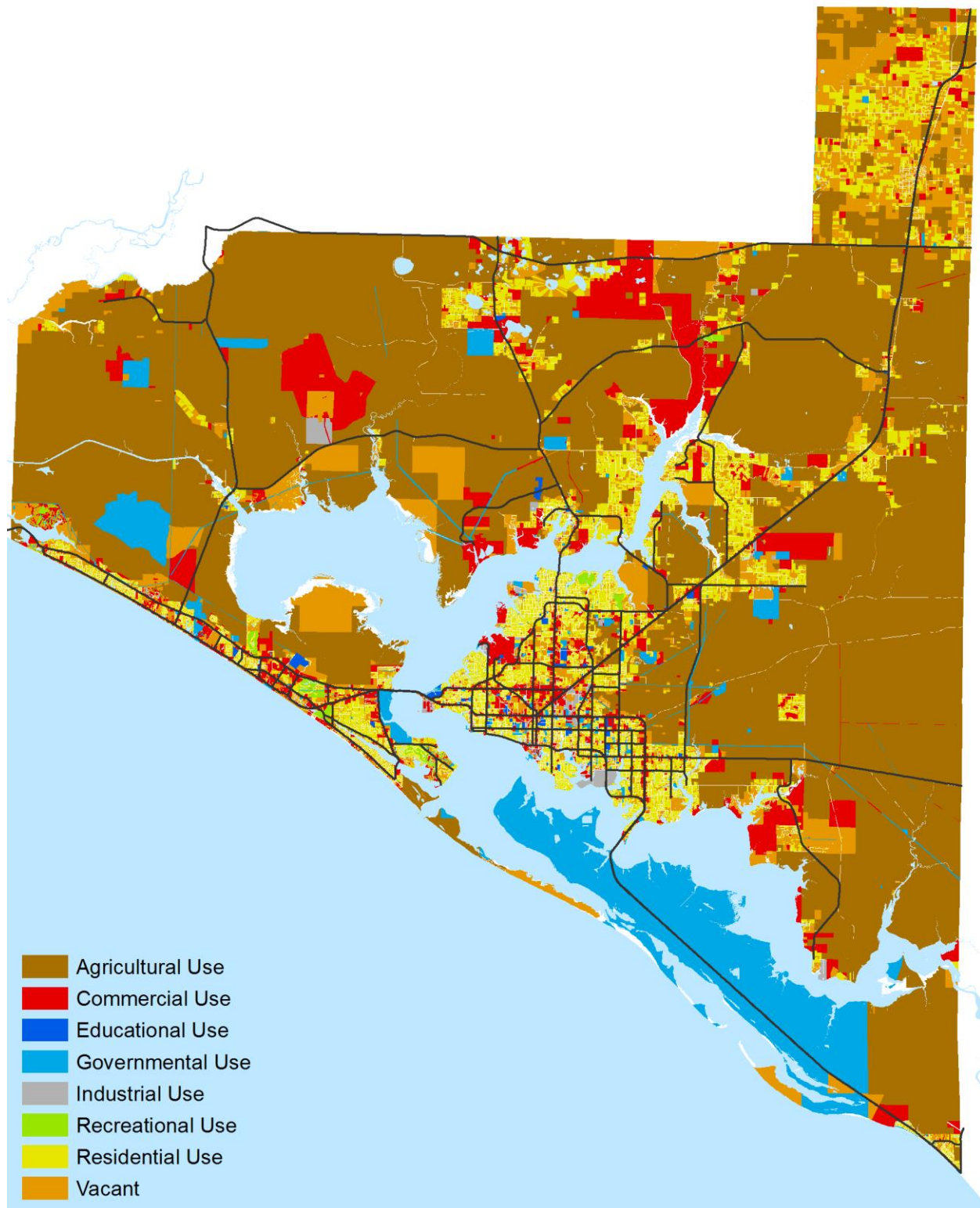


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Although close to 168,852⁵ persons live in Bay County, the pattern of development has left large, mostly undeveloped areas of the County. While some areas contain scattered development of large lot residential uses, large parts of the County, notably the northern and eastern portions, are largely untouched, mostly held in large tracts of land devoted to forestry. See **Figure 11** depicting the existing land uses in Bay County.

⁵ Population figure is an estimated population of Bay County for 2016-2017 reported by <https://suburbanstats.org/population/florida/how-many-people-live-in-bay-county>

Figure 11. Land Use Map



Surface Water System

Bay County contains approximately 270 square miles of water area, or 26% of the total County area. In addition to the St. Andrews Bay System, there are numerous streams, creeks, lakes and ponds in the County. Natural karst lakes, including Deer Point Lake which supplies water to 51% of the County's population, are located in the northern portions of the County. There are also river-rain systems and spring-fed creeks, the most prominent of which is Econfina Creek which provides water for Deer Point Lake.

Flood Plain Areas

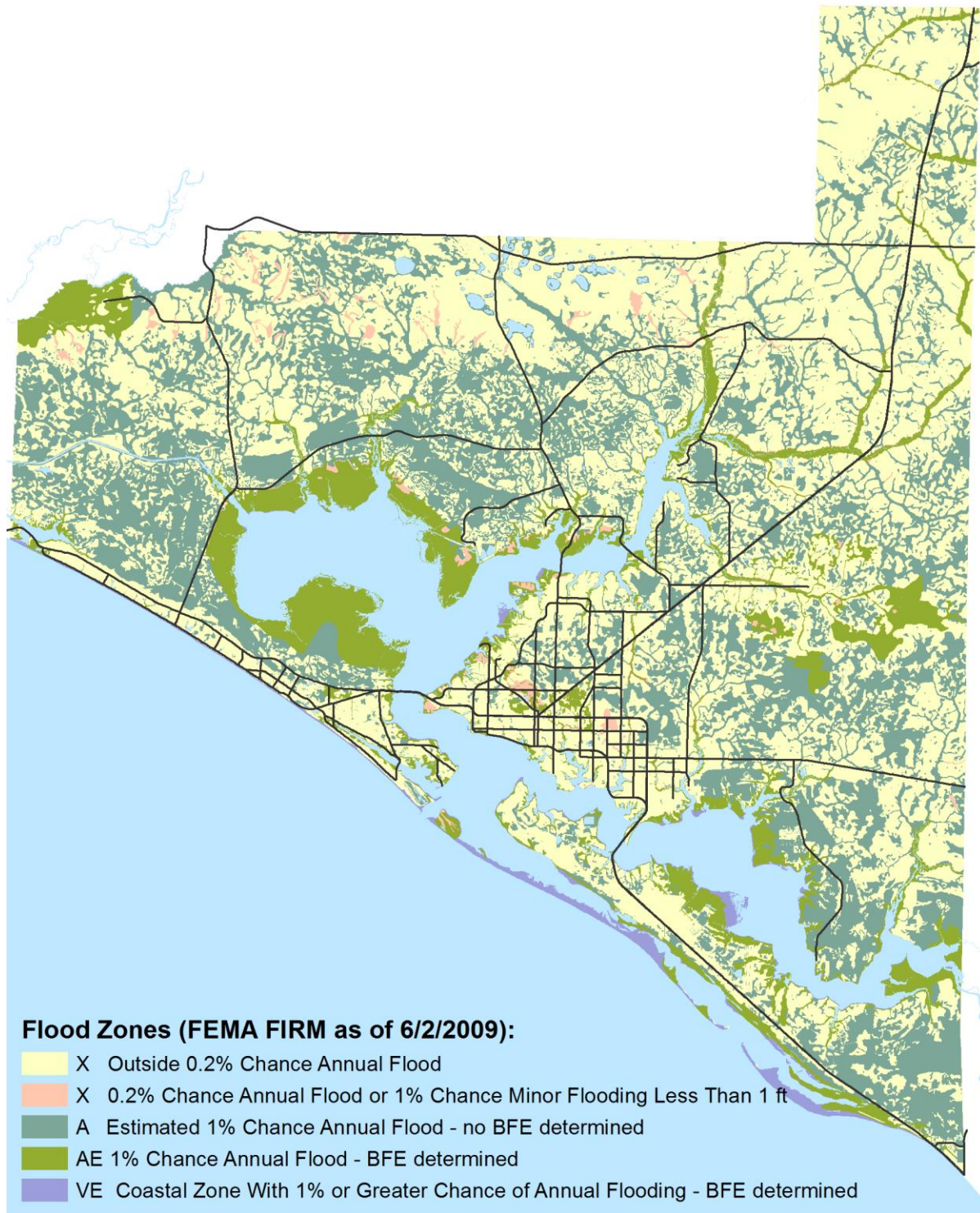
Extensive flood plain areas exist in Bay County due to its coastal location. Additionally, alluvial flood plains are located along Pine Log Creek in northwest Bay County. In addition to flood plains surrounding large water bodies and their tributaries, there are areas within the County which experience periodic flooding. These flood prone areas are generally the result of low-lying, poorly drained land where accumulated rainfall ponds on the surface.

Bay County experiences its most severe flooding when heavy rainfall is accompanied by a rise in sea level due to a storm surge or wind and wave event. Hurricanes are the predominant causes of such flooding which can be greatly exaggerated when occurring during one or more periods of high tide. However, even in less severe events such as tropical storms or localized thunderstorms, rainfall alone can and has caused flooding as in 1984, 1990, 1991, 1994, 2008, 2013, and 2014. Historically, Bay County receives some minor flooding each April.

Flood Hazard Areas

The floodplains of Bay County are indicated on the Flood Insurance Rate Maps (FIRM) published by the Federal Emergency Management Agency (FEMA). A depiction of areas noted as flood prone is also found in **Figure 12**. Bay County has adopted a National Flood Insurance Program (NFIP) Ordinance and is a participating member of the Community Rating System (CRS). Currently Bay County has a 5 rating. As Bay County is a coastal community, tidal and surge wave action presents a serious threat to not only coastal areas, but also to inland basins.

Figure 12. Bay County Flood Zones



Environmentally Sensitive Areas

The most sensitive environmental areas in the County are the coastal resources including the St. Andrew Bay system and Deerpoint Lake and its watershed. Approximately 28% of Bay County is identified as having soils that are indicative of wetland areas (USDA Soil Survey of Bay County-1984). Most of these wetlands are located within 3-miles of the Intracoastal Waterway. This environment almost entirely surrounds the West Bay area.

Transportation Network

Bay County has a somewhat limited roadway transportation system; however, it is connected to its region, the State and Nation by a new international airport, Bay-Line railroad two deep-water ports, being Port Panama City and the Port serving Arizona Chemical.

The primary north-south roadways within Bay County are State Roads 22, 77, and 79 and US Highway 231. The primary east-west roadways are U.S. 98 which serves the south near the coast, and in the north are SR Highway 20 and CR 388. Bay County contains approximately 494 miles of paved roadways, 252 miles of dirt roadways, and 110 bridges.

Demographics

The population of Bay County is distributed primarily along the St. Andrews Bay System. In the last 10 to 15 years, the cities of Lynn Haven and Panama City Beach have seen the greatest increase in population while the population in unincorporated areas of the County has declined very slightly. These areas have been developed primarily with residential land uses with the typical development in Lynn Haven consisting of single family dwelling units and development in Panama City Beach being multi-family units.

The overall distribution of population by Municipality can be seen on the following table (**Table 3**). The age distribution chart (**Figure 13**) that follows show that by far the majority of the population is less than 65 years old. Bay County has an average of 0.25 persons per acre or approximately 159 people per square mile.

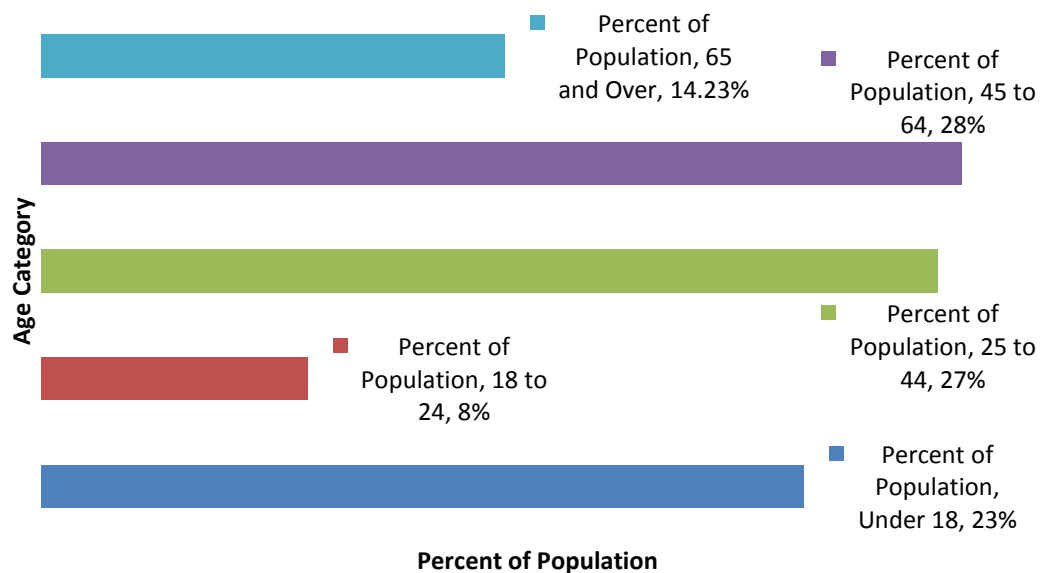
The population of Bay County in 2016-2017⁶ was estimated at 168,852; 85,196 (50.45%) females and 83,656 (49.54%) males. The median age was 39 years. 22.42% of the population was under 18 years, and 14.23% were 65 years and older. With an estimated average per capita personal income of \$24,937, which includes all adults and children. The median household income is \$47,274.

⁶ As determined for 2016-2017 from <https://suburbanstats.org/population/florida/how-many-people-live-in-bay-county>

Table 3. Bay County Population Density & Distribution

Area	2000	2010	2015	2020	2025	2030
Bay County	148,217	171,204	180,862	191,753	202,359	212,396
Callaway	14,233	14,552*	15,373*	16,299*	17,201*	18,054*
Lynn Haven	12,451	16,754	19,935 [†]	23,116	28,120 [†]	33,124
Mexico Beach	1,017	1,284*	1,356*	1,438*	1,518*	1,593*
Panama City	37,838	39,523	41,598*	44,103*	46,543*	48,851*
Panama City Beach	7,671	15,500	20,500	25,500	30,500 [‡]	35,500 [‡]
Parker	4,623	4,280*	4,522*	4,794*	5,059*	5,310*
Springfield	8,810	8,560*	9,043*	9,588*	10,118*	10,620*

Figure 13. Age Distribution



[†] Indicates interpolated data.

* Indicates estimated data based on historical percentage of total County population.

[‡] Indicates extrapolated data.

Bay County Farm Worker Population

A review of the American Community Survey Demographic and Housing Estimates: 2016-2017 for Bay County indicates that only 0.2% of the employed civilian population over the age of 16 is employed in the agriculture, forestry, fishing and hunting, and mining industry. Therefore, farm worker housing is not a need in Bay County.

Bay County Annual/Seasonal Tourist Population

According to Bay County Tourism Development Commission (TDC) and Visit Panama City Beach, Bay County had over 16,000,000 visitors in 2016. The average hotel occupancy rate in Bay County was approximately 67%, which exceeds the national rate. With over 16,500 rental units (i.e., hotel rooms, condos, etc.) the lodging market continues to grow, as demand continues to increase. Additionally, visitors to Bay County made a \$2.7B economic impact to the local economy in 2016.

Bay County Special Needs Population

Bay County has identified and maintains a registry of 900+ Persons with Special Needs (PSNs) who require assistance through the Emergency Assistance and Relocation Program (EARP). This registry is updated regularly.

Table 4. Bay County Non-English Speaking Population_s

Bay County, Florida	Estimate
English only	142,404
Language other than English	10,122
Speak English less than "very well"	3,946
Spanish	4,237
Speak English less than "very well"	1,866
Other Indo-European languages	2,412
Speak English less than "very well"	700
Asian and Pacific Islander languages	2,807
Speak English less than "very well"	1,171
Other languages	666
Speak English less than "very well"	209
TOTAL	152,526

Bay County Hearing Loss/Impairment Population

Bay County Emergency Management does not track hearing impaired citizens separately from other persons with special needs living in the Bay County area. However, all critical hazard warnings are communicated in such a manner that potential impacts of the hazard are clear to hearing impaired citizens.

Bay County Transient Population

According to the Florida Department of Business and Professional Regulation, Division of Hotels and Restaurants, and the Florida Department of Health, transients constitute customers, seasonal visitors and employees who live/work in the area for less than 60 days per year. It is estimated that there are 310 homeless persons living in Bay County on any given day and that an estimated 3,500 to 5,500 transient pass through the County each year. During tourist season (May to October), the County has a tourist population of approximately 50,000. During Spring Break and around holidays (i.e., Memorial Day, 4th of July, Labor Day), tourism is at its peak with the total County population exceeding 250,000.

Table 5. Demographic Description of Bay County's Population_s

Characteristic	Estimate	Percent
65 years and older	23,387	14.3%
White	135,663	82.8%
Black or African American	18,341	11.2%
Hispanic or Latino (of any race)	5,813	3.5%
American Indian and Alaska Native	347	0.2%
Asian	3,337	2.0%
Native Hawaiian and Other Pacific Islander	237	0.1%
Some other race	1,100	0.7%
Two or more races	4,780	2.9%
Social Characteristics		
Population 25 years and over	113,219	69%
High school graduate and higher	97,662	86.3%
Bachelor's degree or higher	23,710	20.9%
Civilian veterans (civilian pop. 18 yrs. and over)	23,891	19.8%
Foreign born	8,469	5.2%
Male, now married, except separated (population 15 years and over)	37,527	57.8%
Female, now married, except separated (population 15 years and over)	36,021	53.2%
Speak a language other than English at home (population 5 years and over)	10,122	6.6%
Economic Characteristics		
In labor force (population 16 years and over)	85,505	65.7%
Mean travel time to work in minutes (workers 16 years and over)	20.9	N/A
Median household income (in 2016 inflation-adjusted dollars)	\$48,516	N/A
Median family income (in 2016 inflation-adjusted income)	\$57,977	N/A
Per capita income (in 2016 inflation-adjusted dollars)	\$26,220	N/A

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Families below poverty level	N/A	8.7%
Individuals below poverty level	N/A	11.7%
Housing Characteristics		
Average household size	2.22	N/A
Average family size	2.72	N/A
Total housing units	97,212	N/A
Occupied housing units	71,603	73.7%
Owner-occupied housing units	47,419	66.2%
Renter-occupied housing units	24,184	33.8%
Vacant housing units	25,609	26.3%
Median value (dollars)	\$182,300	N/A
Median of selected monthly owner costs		
With a mortgage (dollars)	\$1,314	N/A
Not mortgaged (dollars)	\$378	N/A

In 20168, there were 71,603 households in Bay County. The average household size was 2.22 people. Families made up 64.6 percent of the households in Bay County. This figure includes both married-couple families (48.7 percent) and other families (15.9 percent). Non-family households made up 35.4 percent of all households in Bay County. Most of the non-family households were people living alone, but some were comprised of people living in households in which no one was related to the householder.

Figure 14. Types of Households in Bay County

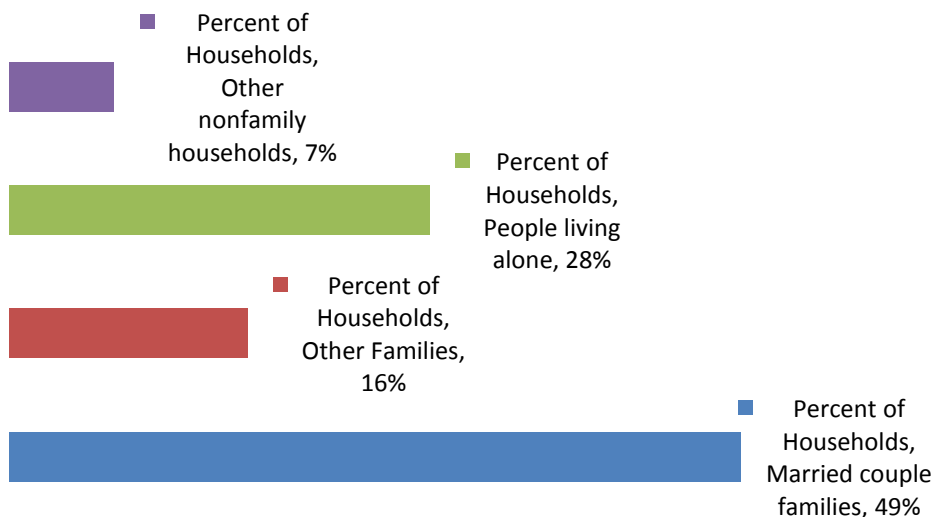
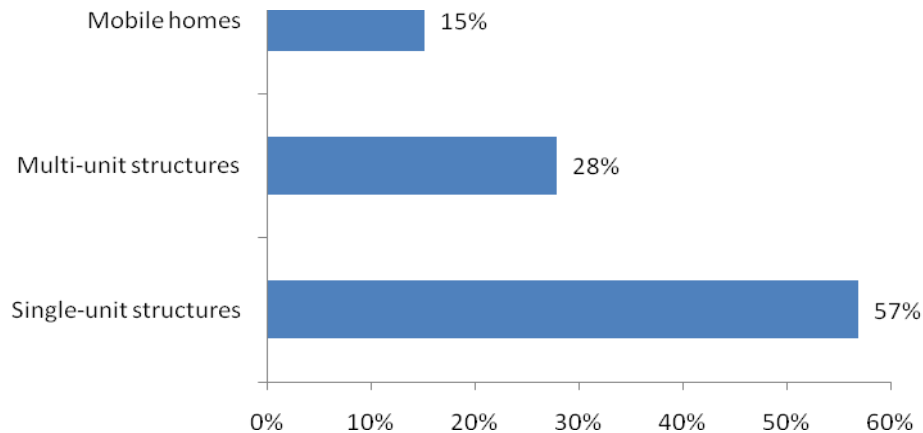


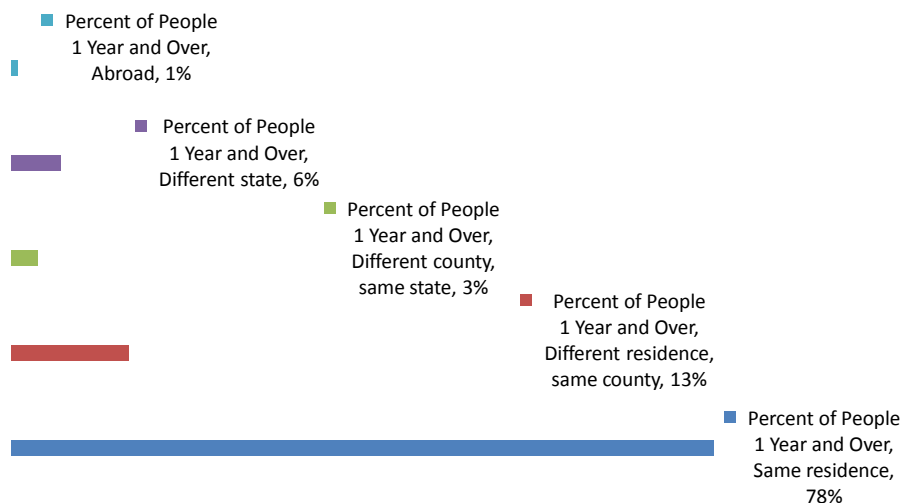
Figure 15. Types of Household Structures in Bay County



Geographic Mobility

In 2008, 77 percent of the people at least one year old living in Bay County were living in the same residence one year earlier; 13 percent had moved during the past year from another residence in the same County, 3 percent from another County in the same state, 5.5 percent from another state, and less than 1 percent from abroad.

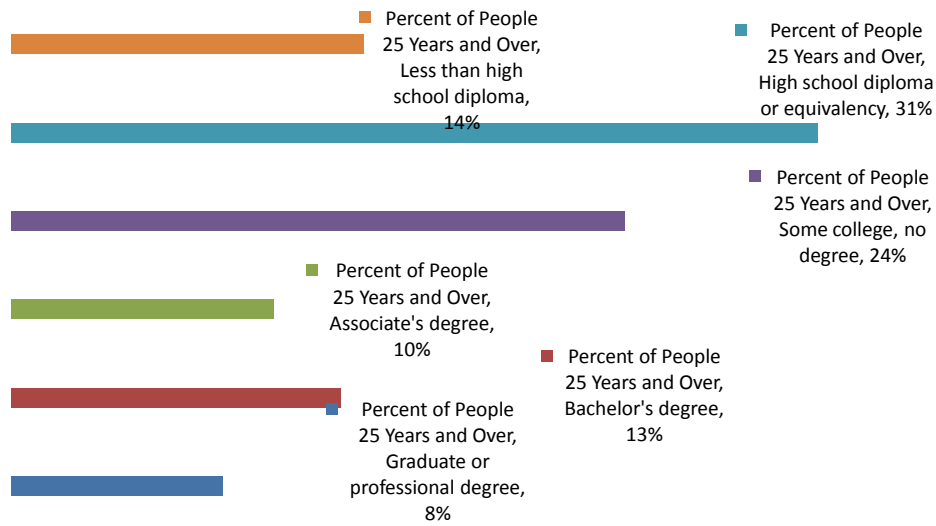
Figure 16. Geographic Mobility of Residents



Education

In 2008, 86.3 percent of people 25 years and over had at least graduated from high school and 20.9 percent had a bachelor's degree or higher. For the 2008-2009 school year and among all children in grades 9-12, the dropout rate for Bay County was 0.8 percent. The total school population in Bay County for 2007 was 27,805. Preprimary school population was 771, and the combined elementary, middle and high school population was 26,054 children. College enrollment was 980.

Figure 17. Educational Attainment₅



Manufactured Homes

There are approximately 124 mobile home parks within Bay County. There are an estimated 2,749 manufactured homes, housing approximately 9,621 individuals estimated at 3.5/per. All mobile home parks in Bay County are strongly urged to evacuate during all tropical storm events regardless of whether or not they are located in any of the storm surge evacuation zones.

Figure 18. List of Manufactured Home Parks in Bay County

Mobile Home Parks						
Mobile Home Parks with Pad Counts from the Florida Department of Health (FDOH) Licensing Database. NOTE: Some parks appear to be licensed, but not actually operating. Those with a pad count of zero appear to not have been built. A minimum of locational data cleanup was conducted by Florida Division of Emergency Managment GIS; some locations are approximate. Otherwise data is provided "as-is" from FDOH. (Data from DOH, 2012)						
Mobile Home Parks with Pad Count						
Name	Address	City	Zip	Pad#	USNG	
Abbott Rentals	5824 Cherry Street	Panama City	32404	10	16R FU 36029 35755	
Al Harlen Rentals	2521 Michigan Ave.	Panama City	32405	15	16R FU 24338 41072	
Ammie's MHP	2300 Sherman Ave.	Panama City	32405	87	16R FU 32235 40692	

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Anderson's Trailer Park	5102 East 12th St.	Panama City	32404	22	16R FU 34991 38369
Angela Estates	601 15th St	Mexico Beach	32410	20	16R FU 55087 13368
Angie's Rentals	300 East 25th St.	Lynn Haven	32444	30	16R FU 30175 43990
Applewood Park	6740 Sunburst Ln.	Southport	32409	8	16R FU 30922 49809
Armstrong's	5008 East 11th St.	Panama City	32402	6	16R FU 35326 38171
Ashland MHP	2507 Drummond Ave.	Panama City	32405	15	16R FU 24200 41045
Augie's World Campgrnd.	2777 SR 20 West	Youngstown	32466	0	16R FU 32742 66913
Austin MHP	9502 Clarence St.	PC Beach	32405	20	16R FU 16138 39523
Azalea Coach Estates	611 West 14th St.	Panama City	32401	10	16R FU 28294 38741
Barnes Trailer Park	1537 James Ave.	Panama City	32405	16	16R FU 32498 39065
Bay Bares (LSN, Inc.)	16717 Inwoods Dr	Youngstown	32438	0	16R FU 47035 69510
BCSO Wilderness Camp	8528 Campflowes Rd.	Youngstown	32466	0	16R FU 42286 54622
Bay Oaks Village	409 Sth School Ave.	Panama City	32401	86	16R FU 33230 36780
Bayside MHP	7104 Big Daddy Dr.	PC Beach	32407	64	16R FU 19214 41043
Bayview MHP	2503 Drummond Ave.	Panama City	32405	8	16R FU 24200 40993
Bonanza	119 Sims Ave.	Panama City	32404	6	16R FU 35074 35839
Brackin's MHP	150 Sims Avenue	Panama City	32404	13	16R FU 35085 35973
Breckenwood MHP	4513 Pipeline Rd.	Panama City	32404	24	16R FU 35621 45031
Bryant's MHP	821 Transmitter Rd.	Panama City	32401	7	16R FU 34053 37824
Buchanan Street MHP	1628 Buchanan St.	Southport	32409	7	16R FU 30412 50033
Buena Vista MHP	1320 Buena Vista Blvd.	Panama City	32405	82	16R FU 27087 38638
Busy Bee	7100 Cherry St.	Panama City	32404	17	16R FU 37749 35749
By Bay MHP	1038 Sth Berthe Ave.	Panama City	32404	16	16R FU 37308 33856
Callaway Gardens	628 Nth Hwy. 22A	Panama City	32404	10	16R FU 34873 37253
Callaway Heights MHP	6703 Cherry St	Panama City	32404	7	16R FU 37172 35765
Callaway MHP	208 Nth. Highway 22A	Panama City	32404	32	16R FU 34883 36183
Capt's Qtrs. Mobile Estates	2406 Joan Avenue	PC Beach	32408	18	16R FU 16516 38866
Carriage Way	6000 Harvey Street	Panama City	32404	31	16R FU 36259 36358
Carribe Estates	5722 Highway 22	Panama City	32404	15	16R FU 35842 36565
Cato Road MHP	4443 Cato Rd	Panama City	32404	21	16R FU 35221 44921
Cedar Grove MHP	1836 N East Av	Panama City	32405	65	16R FU 32400 39605
Cherry Street	6600 Cherry St.	Panama City	32404	8	16R FU 37036 35755
Cinalli MHP	Cor of Kimbrel/Lois St.	Panama City	32404	6	16R FU 44221 40876
Circle J Trailer Park	607 West 11th St.	Panama City	32401	62	16R FU 28311 38134
Cornerstone MHP	1834 N East Ave.	Panama City	32405	23	16R FU 32400 39602
Country Pines Estates II	3120 Minnesota Ave.	Panama City	32405	82	16R FU 30367 42724
Country Side Estates	1128 South Gay Ave.	Panama City	32404	168	16R FU 36096 33689
Crown American MHP	2309 Laurie Ave	PC Beach	32408	22	16R FU 17236 39227
Custom Home Place Rentals	4239 Highway 231	Panama City	32404	9	16R FU 35565 44536
Cypress Mobile Home Park	180 Kimbrel Ave.	Panama City	32404	11	16R FU 44221 40876
Daves Mobile Home Park	1329 Transmitter Rd.	Panama City	32401	7	16R FU 34042 38686
Deer Haven Park	2812 County Rd. 2321	Southport	32409	17	16R FU 32857 51241
Denny's Rentals	3307 East Baldwin Rd.	Panama City	32405	12	16R FU 33609 42004
Douglas Rd MHP	2318 S Dale Avenue	Panama City	32405	40	16R FU 33291 40600
Douglas Road MHP	3027 Douglas Road	Panama City	32404	12	16R FU 33162 40806
Emerald Coast Rv Beach Resort	1957 Allison Avenue	PC Beach	32407	0	16R FU 16833 39669
Flamingo Park	2607 Grant Avenue	Panama City	32405	10	16R FU 23908 41114
Gary's Mobile Home Park	7105 Collins Road	Panama City	32404	10	16R FU 41583 50436

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Gulf Breeze Trailer Park	1532 June Avenue	Panama City	32405	24	16R FU 27239 38990
Headland Ave. MH Park	2618 Headland Ave	Panama City	32401	3	16R FU 32273 41282
Heindel Property	7129 Collins Rd	Panama City	32404	8	16R FU 41583 50461
Isle of View MHP	518 Everitt Avenue	Panama City	32401	99	16R FU 32820 37085
J & J Trailer Park	2416 Dorothy Avenue	PC Beach	32407	8	16R FU 17093 39095
Jay's MHP	4502 Carla Lane	Panama City	32405	24	16R FU 32829 45002
Jerry Pybus Rentals	11005 Old Bicycle Rd.	Panama City	32404	12	16R FU 42953 34999
John Abbott Rentals	420 Berthe Ave	Panama City	32404	12	16R FU 44221 40876
Johnson MHP #2	2335 Douglas Rd	Panama City	32405	9	16R FU 31839 40782
Johnson MHP #3	2335 Douglas Rd	Panama City	32405	10	16R FU 31839 40782
Johnson MHP #4	1109 East 24th Plaza	Panama City	32405	8	16R FU 30794 40867
Johnson MHP #5	1009 East 24th Plaza	Panama City	32405	5	16R FU 30590 40864
Johnson MHP #6	2517 Nth Bonita Ave.	Panama City	32405	6	16R FU 30560 40981
June Peaden Rentals	2741 Carol Lane	Panama City	32405	8	16R FU 31661 41517
Kimbrel Pines	218 North Kimbrel Ave.	Panama City	32404	13	16R FU 36500 36075
King's Mobile Homes	8517 Terrell Street	PC Beach	32408	15	16R FU 17149 38791
Kingswood MHP	9219 Kingswood Rd	Southport	32409	11	16R FU 33246 54861
Landever MHP	420 North Kimbrel Ave.	Panama City	32404	52	16R FU 36488 36631
Leisure Pines	2401 Dorothy Avenue	PC Beach	32408	11	16R FU 17105 39110
Lindsey Trailer Park	4603 Hwy 231	Panama City	32404	19	16R FU 36479 45300
Lisenby Avenue MHP	2915 Lisenby Av	Panama City	32401	43	16R FU 26735 41848
Lynn Haven MHP	201 West 14th Street	Lynn Haven	32444	48	16R FU 29897 45881
M & M MHP	744 Helen Avenue	Panama City	32401	9	16R FU 33542 37553
Manley MHP	500 Powell Avenue	Panama City	32404	6	16R FU 33230 36979
McFatter Trailer Park	718 Helen Avenue	Panama City	32404	8	16R FU 33542 37451
Mill Bayou MH & RV Park II	4130 E Hwy 390	Panama City	32404	0	16R FU 35244 45461
Mill Bayou MHP	4200 E Hwy 390	Panama City	32404	14	16R FU 35376 45464
Moore's Trailer Park	1026 E 24th Plaza	Panama City	32405	23	16R FU 30624 40856
Mound Development, LLC	2711 Ormond Ave.	Panama City	32405	10	16R FU 33165 41429
Mr J's Family MH Community	2418 E Douglas Rd.	Panama City	32405	120	16R FU 32384 40791
Mylisa Rd. MHP	1624 Mylisa Rd	Southport	32409	8	16R FU 23957 63609
North Bay MH Living	4512 Carla Lane	Panama City	32405	24	16R FU 32828 45026
Oak Grove MHP	750 Sth Hwy. 22A	Panama City	32404	42	16R FU 34890 34433
Palm Circle MHP	1334 St. Andrews Blvd.	Panama City	32401	14	16R FU 26827 41635
Panama Mobile Estate	700 Transmitter Rd.	Panama City	32401	112	16R FU 34070 37383
Park Place	9322 Front Beach Rd.	PC Beach	32407	0	16R FU 16383 39451
Parkwood MHP	3042 Transmitter Rd.	Panama City	32404	5	16R FU 34018 42091
Patterson MHP	6819 Letchatchee St.	Panama City	32404	10	16R FU 44221 40876
Pecan Grove MHP	5425 Boatrice Rd.	Panama City	32404	20	16R FU 35569 34151
Penny Road Park	6908 Penny Rd	Panama City	32404	12	16R FU 40783 50188
Perkins Trailer Park	127 Nth Star Ave.	Panama City	32404	7	16R FU 38105 35950
Pine Lake Rv Park	21036 North Hwy 231	Fountain	32438	0	16R FU 53095 78159
Pine Log State Camp Grounds	715 W 15th St	Panama City	32401	0	16R FU 28084 38941
Pineglen Motorcoach/RV Park	11930 PCB Parkway	PC Beach	32407	0	16R FU 12547 42154
Pines Mobile Home Park	268 Nelle St	Panama City	32404	55	16R FU 38512 36494
Pitts Mobile Home Park	5114 North Star Ave.	Panama City	32404	22	16R FU 38874 46204
Ponderosa MH Park	1117 Sth Tyndall Pkwy.	Panama City	32404	33	16R FU 35730 33758
Rice Pad-Dee MH Park	4521/4527 E Bus 98	Panama City	32404	5	16R FU 44221 40876
Russell Voyles & Co.	4113 Voyles Road	Southport	32409	9	16R FU 18799 56083

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Rustic Sands Resort Campgrnd	800 N 15th St	Mexico Bch	32410	25	16R FU 54928 13475
Sappy Lane MHP	5100 E 7th Street	Panama City	32404	11	16R FU 35286 37367
Scott Trailer Park	3806 E 6th Pl	Panama City	32401	7	16R FU 29006 37258
Sherman Pines MHP	1940 Sherman Ave.	Panama City	32404	118	16R FU 31826 39891
Sinquefield Trailer Park	9405 Sonya Circle	PC Beach	32407	32	16R FU 16159 40177
Southern Living Crtyard	1305 E Transmitter Rd.	Panama City	32401	15	16R FU 34042 38660
Southern Living Villa	2126 Anne Ave	PC Beach	32408	5	16R FU 16954 39440
Southern Oaks Dr. MHP	8026 Southern Oaks Dr	Southport	32409	14	16R FU 29118 51965
Spring MHP	1709 Chaucer Lane	Panama City	32401	56	16R FU 31887 39413
Springway MHP	149 Sims Ave.	Panama City	32404	29	16R FU 35073 35957
St Andrew MH Court	1400 Beck Ave.	Panama City	32401	16	16R FU 25027 38740
St. Andrews State Park	4607 State Park Ln	PC Beach	32408	0	16R FU 22266 33844
Sunset MHP	2628 Laurie Ave.	PC Beach	32408	6	16R FU 17231 38721
Sunshine Villa	409 Airport Road	Panama City	32405	15	16R FU 28546 39460
Tall Pines Villa	198 Sims Avenue	Panama City	32404	8	16R FU 35082 36218
Tanglewood MHP	3806 E 9th St	Panama City	32404	5	16R FU 33873 37976
Taylor MHP	4905 Alameda St.	Panama City	32404	7	16R FU 34760 36457
The Oaks	7200 Nebraska St.	Panama City	32404	14	16R FU 37820 36995
Three Palms of Bay Co.	2527 Laurie Ave	PC Beach	32408	6	16R FU 17243 38786
Timberlane MHP	5115 E 14th St.	Panama City	32404	19	16R FU 34963 38786
Transmitter MHP	1401 Transmitter Rd.	Panama City	32405	15	16R FU 34041 38787
Trench MHP	11131 Seaman Ln	Panama City	32404	8	16R FU 42035 35185
Under the Pines I	2316 Laurie Ave.	PC Beach	32408	0	16R FU 17224 39217
Waller MHP	1016 N. Hwy 22A	Panama City	32404	10	16R FU 34861 38195
Wilkes MHP	1204 S Berthe Ave	Panama City	32404	6	16R FU 37309 33528

Correctional Facility Population

Bay County has four primary correctional facilities: the Bay County Jail, the Bay Correctional Facility, the Florida Department of Corrections Work Release Center, and the Department of Juvenile Justice Bay Regional Detention Center. The following table summarizes the locations and capacities of the facilities.

Table 6. Correction Facility Populations

Facility	Address	Maximum Capacity	Typical Capacity
Bay County Jail	5700 Star Lane, Panama City	1000	980-1000
Bay Correctional Facility	5400 Bayline Dr., Panama City	985	985
DOC Work Release Center	3609 Highway 390, Panama City	71	71
DJJ Bay Regional Detention Center	450 East 11 th St., Panama City	52	25-30

Economic Profile

Table 7 below shows a variety of selected economic characteristics of Bay County.

Table 7. Economic Characteristics

Selected Economic Characteristics	Estimate
Population 16 years and over	130,100
In labor force	85,505
Civilian labor force	79,980
Employed	75,518
Unemployed	4,462
Armed Forces	5,525
Not in labor force	44,595
Civilian labor force	79,980
Percent Unemployed	5.6%
Females 16 years and over	66,289
In labor force	40,260
Civilian labor force	39,030
Employed	36,592
Own children under 6 years	12,316
All parents in family in labor force	7,798
Own children 6 to 17 years	23,075
All parents in family in labor force	16,925
COMMUTING TO WORK	
Workers 16 years and over	78,585
Car, truck, or van -- drove alone	63,243
Car, truck, or van -- carpooled	9,142
Public transportation (excluding taxicab)	531
Walked	1,207
Other means	2,419
Worked at home	2,043
Mean travel time to work (minutes)	20.9
OCCUPATION	
Civilian employed population 16 years and over	75,518
Management, professional, and related occupations	24,493
Service occupations	13,988
Sales and office occupations	20,837
Farming, fishing, and forestry occupations	177
Construction, extraction, maintenance and repair occupations	9,489
Production, transportation, and material moving occupations	6,534

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INDUSTRY	
Civilian employed population 16 years and over	75,518
Agriculture, forestry, fishing and hunting, and mining	411
Construction	7,960
Manufacturing	4,469
Wholesale trade	1,546
Retail trade	9,800
Transportation and warehousing, and utilities	2,764
Information	2,088
Finance and insurance, and real estate and rental and leasing	5,042
Professional, scientific, and management, and administrative and waste management services	8,483
Educational services, and health care and social assistance	14,690
Arts, entertainment, and recreation, and accommodation, and food services	8,154
Other services, except public administration	3,992
Public administration	6,119
CLASS OF WORKER	
Civilian employed population 16 years and over	75,518
Private wage and salary workers	56,682
Government workers	13,925
Self-employed workers in own not incorporated business	4,762
Unpaid family workers	149
INCOME AND BENEFITS (IN 2008 INFLATION-ADJUSTED DOLLARS)	
Total households	71,603
Less than \$10,000	4,536
\$10,000 to \$14,999	3,540
\$15,000 to \$24,999	8,499
\$25,000 to \$34,999	8,391
\$35,000 to \$49,999	11,954
\$50,000 to \$74,999	14,677
\$75,000 to \$99,999	9,271
\$100,000 to \$149,999	7,181
\$150,000 to \$199,999	2,077
\$200,000 or more	1,477
Median household income (dollars)	48,516
Mean household income (dollars)	61,239
With earnings	57,107
Mean earnings (dollars)	58,192
With Social Security	21,191
Mean Social Security income (dollars)	14,227
With retirement income	17,016
Mean retirement income (dollars)	21,859

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With Supplemental Security Income	2,038
Mean Supplemental Security Income (dollars)	7,792
With cash public assistance income	1,080
Mean cash public assistance income (dollars)	2,672
With Food Stamp benefits in the past 12 months	5,324
Families	46,274
Less than \$10,000	1,878
\$10,000 to \$14,999	1,284
\$15,000 to \$24,999	4,288
\$25,000 to \$34,999	5,106
\$35,000 to \$49,999	6,956
\$50,000 to \$74,999	10,312
\$75,000 to \$99,999	7,371
\$100,000 to \$149,999	6,068
\$150,000 to \$199,999	1,727
\$200,000 or more	1,284
Median family income (dollars)	57,977
Mean family income (dollars)	70,789
Per capita income (dollars)	26,220
Nonfamily households	25,329
Median nonfamily income (dollars)	32,196
Mean nonfamily income (dollars)	41,047
Median earnings for workers (dollars)	28,048
Median earnings for male full-time, year-round workers (dollars)	40,238
Median earnings for female full-time, year-round workers (dollars)	30,860
% OF FAMILIES AND PEOPLE WHOSE INCOME IN THE PAST 12 MONTHS IS BELOW THE POVERTY LEVEL	
All families	8.7%
With related children under 18 years	14.8%
With related children under 5 years only	15.6%
Married couple families	4.4%
With related children under 18 years	6.2%
With related children under 5 years only	6.8%
Families with female householder, no husband present	26.5%
With related children under 18 years	34.4%
With related children under 5 years only	37.0%
All people	11.7%
Under 18 years	17.8%
Related children under 18 years	17.2%
Related children under 5 years	16.4%
Related children 5 to 17 years	17.5%
18 years and over	9.9%

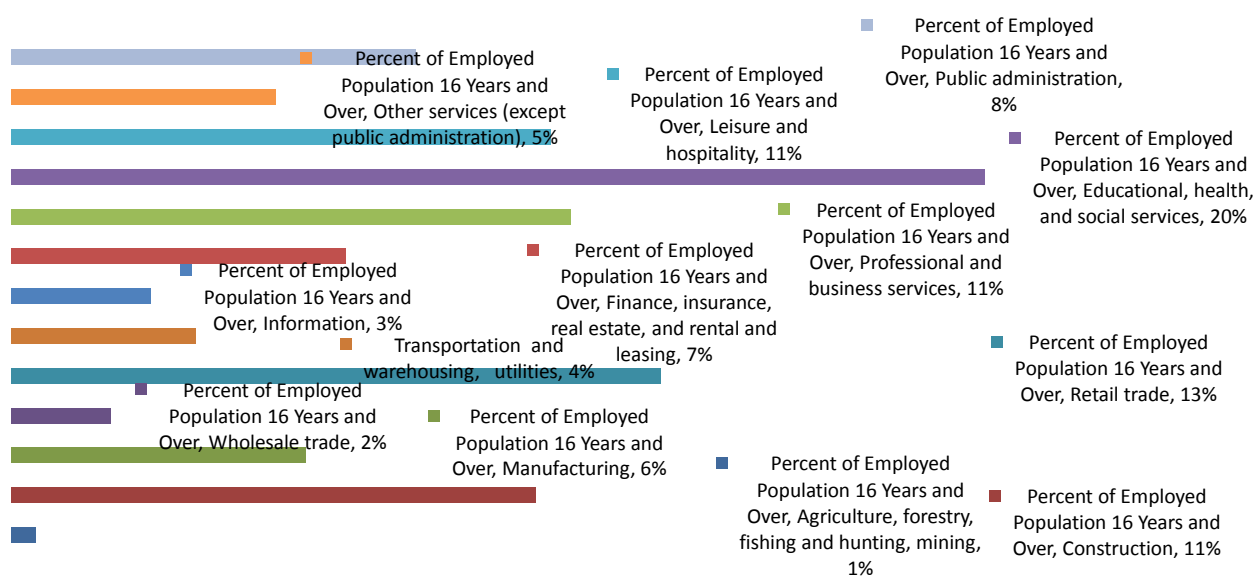
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18 to 64 years	10.3%
65 years and over	7.8%
People in families	10.0%
Unrelated individuals 15 years and over	18.5%

Industries

In 2016, for the employed population 16 years and older, the leading industries in Bay County were educational, health, and social services, totaling 19.5 percent, followed by retail trade at 13 percent. As demonstrated by **Figure 19** below, agriculture made up significantly less than 1 percent.

Figure 19. Employment by Industry⁵



Occupational characteristics

Among the most common occupations were management, professional, and related occupations, 32.4 percent; sales and office occupations, 27.6 percent; service occupations, 18.5 percent; construction, extraction, and maintenance occupations, 12.6 percent; and production, transportation, and material moving occupations, 8.7 percent. Seventy-five percent of the people employed were private wage and salary workers; 18.4 percent were federal, state, or local government workers; and 6.3 percent were self-employed.

Commuting

Eighty-one percent of Bay County workers drove to work alone in 2008, 11.6 percent carpoolled, less than 1 percent took public transportation, and 4.6 percent used other means. The remaining 2.6 percent worked at home. Among those who commuted to work, it took them on average 20.9 minutes to get to work.

Poverty Rates in Bay County

In 2008, on average 11.7 percent of the population were in poverty. **Figure 20** demonstrates that 17.2% of related children under 18 were below the poverty level, compared with 7.8% of people 65 years old and over. Nine percent of all families and 26.5 percent of families with a female householder and no husband present had incomes below the poverty level.

Figure 20. Poverty Rates in Bay County

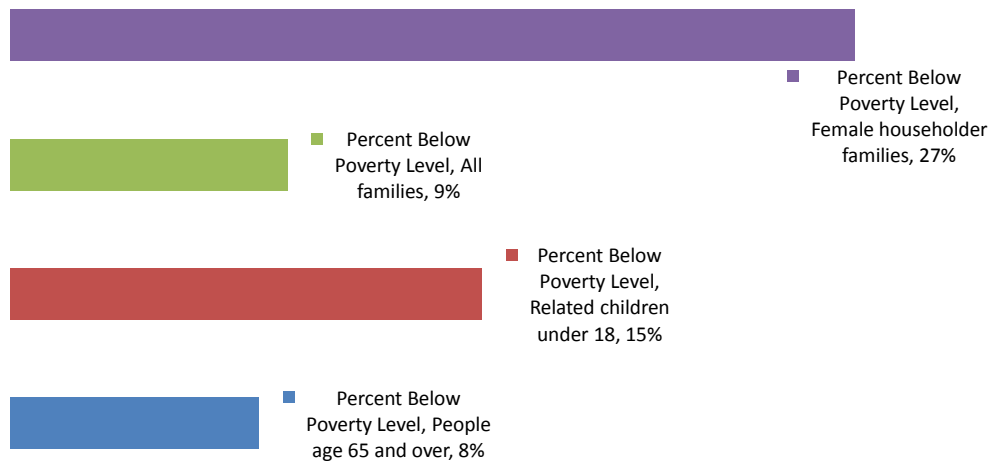
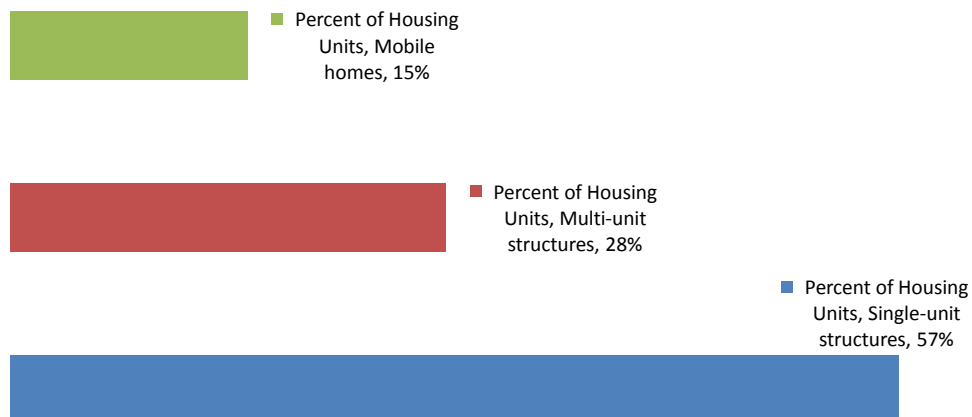


Figure 21. Types of Housing Units in Bay County



Housing Characteristics

The average sales price for a single family home was \$219,397 in 2016. The median sales price that year was \$185,000, compared to a statewide median sales price of \$212,000. In 2016, Bay County had 185,000 housing units, 26.3 percent of which were vacant. Of the total housing units, 56.9 percent were in single-unit structures, 27.9 percent were in multi-unit structures, and 15.2 percent were mobile homes. Approximately thirty-five percent of the housing units were built since 1990.

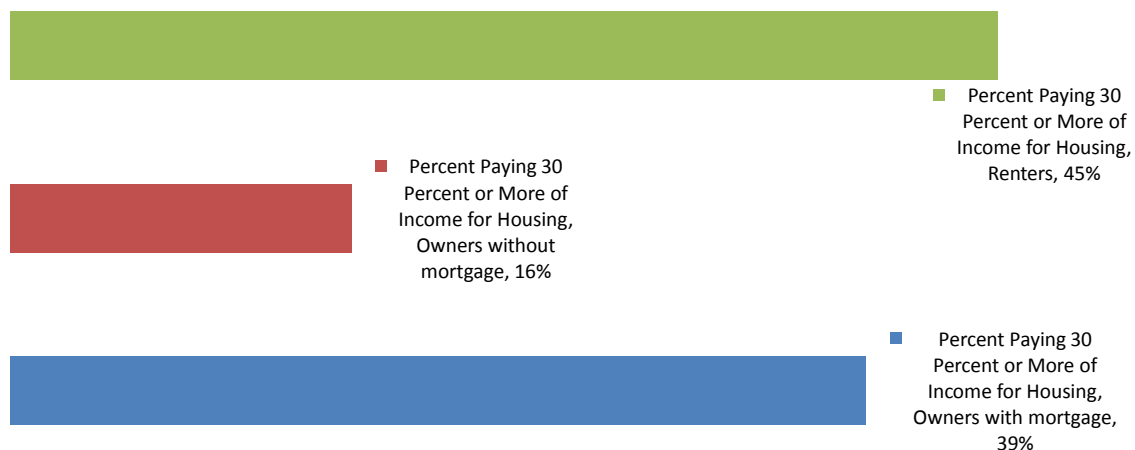
Occupied housing units

In 2016, Bay County had 71,603 occupied housing units with 47,419 (66.2 percent) owner occupied and 24,184 (33.8 percent) renter occupied. Approximately 4 percent of the households did not have telephone service, and approximately 5 percent of the households did not have access to a car, truck, or van for private use. Multi-vehicle households were not rare. Almost 42 percent had two vehicles and another 18 percent has three or more.

Housing costs

The median monthly housing costs for mortgaged owners was \$1,314, non-mortgaged owners \$378, and renters \$851. **Figure 22** shows that 39% of occupants have mortgages, approximately 16% of occupants do not have mortgages, and approximately 45% of renters in Bay County spent 30% or more of their household income on housing.

Figure 22. Occupants with a Housing Cost Burden in Bay County



Potential economic impacts of hazards

Employment and per capita income

The effects of the hazards that will have an impact on employment levels and per capita income in Bay County are dependent upon the type and magnitude of the disaster. The effects of a direct hurricane strike and associated phenomena can be expected to have a major temporary negative impact on employment and income in Bay County. All of the County's industries will be disrupted in the aftermath of a storm, but large-scale economic disruptions will probably be short-lived. According to research, there will be a short-term spike in unemployment claims. This will be tempered when employment increases as workers are added in emergency services, cleanup, and construction. Tourism and industries in the beach municipalities, coastal areas and St. Andrews Bay System may face more long-term economic challenges, having faced the full impact of a tropical storm's forces.

Brush fires, large terrorism events and critical infrastructure/transportation disruptions may also have widespread, temporary negative effect on employment and wages. The effects of most other hazards on employment levels can be expected to have more of a localized impact. For example: a hazardous materials spill will only have an effect on employment at the actual site where the event occurs; a tree disease outbreak will only affect timber workers. Other hazards such as a critical infrastructure disruption may have a widespread but temporary effect.

Average property values

Hazards with widespread effects, such as hurricanes and its associated storm surge, will cause a short-term County-wide devaluation in property values. A large portion of the homes in the County are expected to be destroyed or damaged. However, redevelopment may spur a long-term escalation in property values. As with the impacts on employment, most other hazards will probably only affect a small number of homeowners in a localized area.

EMERGENCY MANAGEMENT SUPPORT FACILITIES

Figure 23. Disaster Equipment Staging Areas

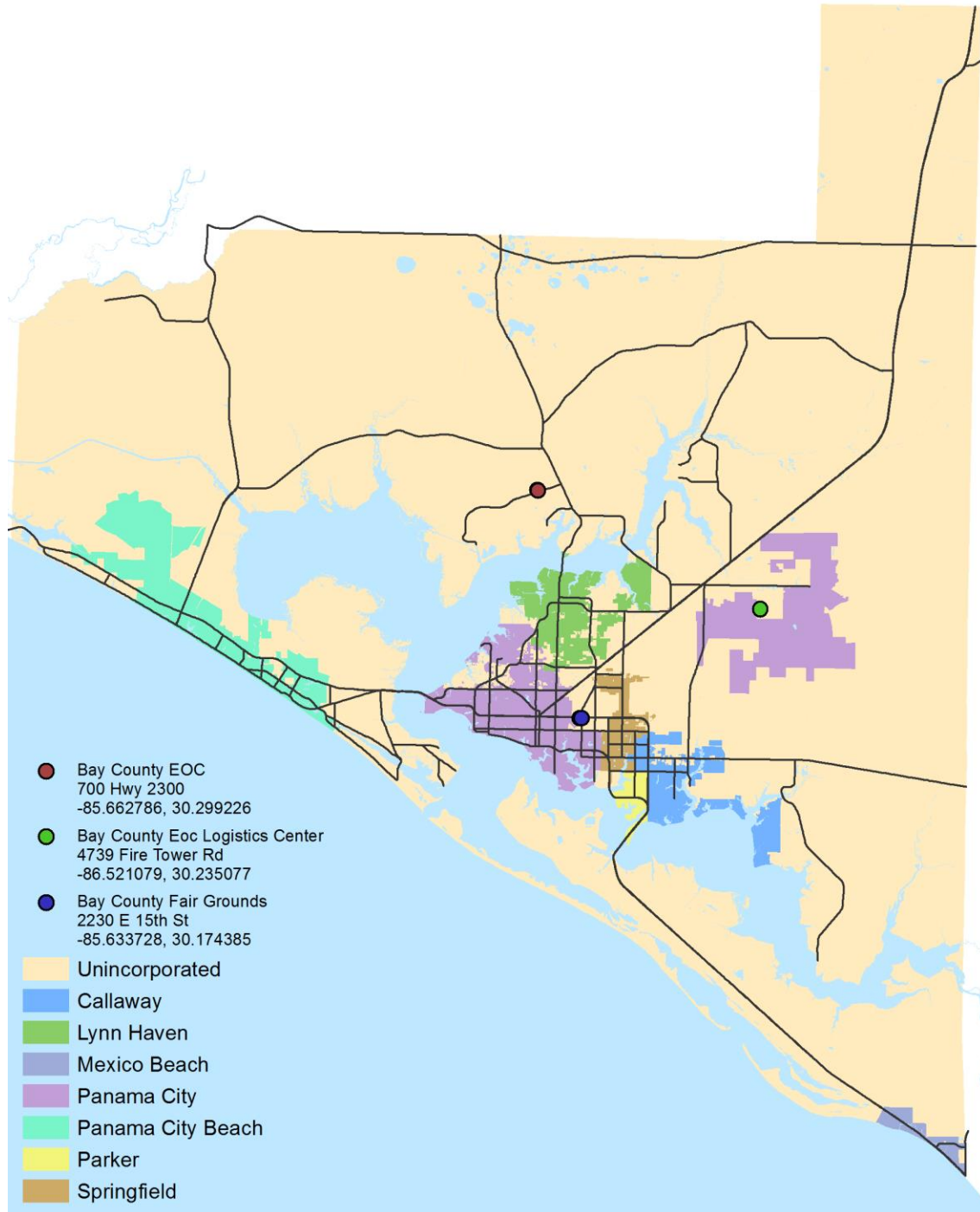
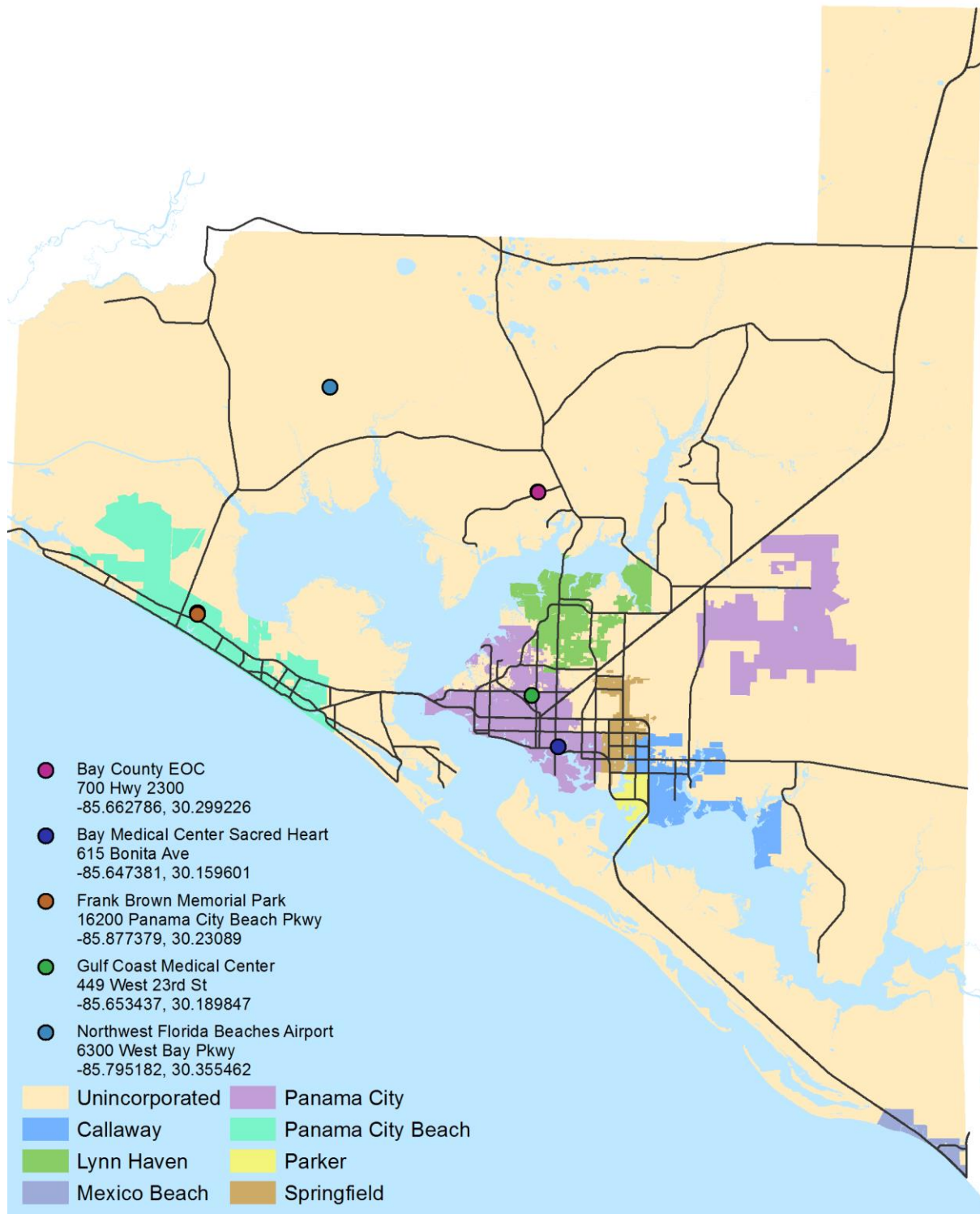


Figure 24. Emergency Helicopter Landing Zones



**BAY COUNTY, FLORIDA
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Figure 25. Bay County Hurricane Shelters

2012 Statewide Emergency Shelter Plan												
BAY												
Name	Bldg. #	Address	City	Zip	Retrofitted (R) or New Construction (N)	General (G), PSN (P), Pet Friendly (A)	Total Risk Capacity In People (Meets ARC 4496)	Total Risk Capacity (ft ²) (Meets ARC 4496)	Risk Capacity In People (Does not Meet ARC 4496 or Not Yet Surveyed)	Local Planned Usage (capacity reported)	Funding Source: Local (L), State (S), Federal (F), and Program Name	Comments
Bay High School	7 (Dining)	1204 Harrison Avenue	Panama City	32405	R	G,A	907	13,609		967		shuttered?/door braced?
Bozeman Learning Center	1	13410 Highway 77	Southport	32409	R	G,A	267	5,340		267		
Bozeman Learning Center	2	13410 Highway 77	Southport	32409	R	G,A	436	6,541		587	HMGP	
Bozeman Learning Center	3	13410 Highway 77	Southport	32409	R	G,A	526	7,894		641		
Bozeman Learning Center	4	13410 Highway 77	Southport	32409	R	G,A	580	9,401		580	HMGP	
Bozeman Learning Center	5	13410 Highway 77	Southport	32409	R	G,A	686	11,518		686	HMGP	
Bozeman Learning Center	6	13410 Highway 77	Southport	32409	R	G,A	319	4,791		604	HMGP	
Bozeman Learning Center	7	13410 Highway 77	Southport	32409	R	G,A	510	7,647		826	L	waived by county
Cedar Grove ES	12	2826 East 15th Street	Panama City	32405	R	G,A	306	4,865		306	HMGP	
Cedar Grove ES	13	2826 East 15th Street	Panama City	32405	R	G,A	142	2,137		206	HMGP	
Everitt Ms	9 (locker rm additions)	608 School Avenue	Panama City	32401	R	G,A	206	4,127			HMGP	Locker Rm additions
Fairgrounds	25		Panama City		R	G,A	1,671	33,420			HB7121	
Haney Votesh	24		Panama City		R	G,A	300	6,000			HB7121	
Jinks JrHS	6	600 West 11th Street	Panama City	32401	R	G,A	125	2,769		125	HMGP	
Jinks JrHS	10	600 West 11th Street	Panama City	32401	R	G,A	76	1,836		76	HMGP	
Merriam-Cherry St. ES	11	1125 Cherry Street	Panama City	32401	N	G,A	253	5,054			L	EHPA-per county-2007
Merritt Brown Elementary School	4 (first floor)	5601 Merritt Brown Road	Panama City	32404	R	G,A	877	17,538			HMGP	two-story
MK Lewis center	5	1527 Lincoln Avenue	Panama City	32405	R	G,A	55	1,100		55	L	waived by county
Moore Elementary School	10 or 2	1900 Michigan Avenue	Panama City	32405	R	G,A	168	3,357			HMGP	
Moore Elementary School	11 or 3	1900 Michigan Avenue	Panama City	32405	R	G,A	483	9,661			HMGP	
Moore Elementary School	12 or 4	1900 Michigan Avenue	Panama City	32405	R	G,A	393	7,862			HMGP	
Moore Elementary School	13 or 5	1900 Michigan Avenue	Panama City	32405	R	G,A	46	925			HMGP	
Mowat MS	11	1903 Hwy 390	Panama City	33444	R	G,A	139	2,782		139	HMGP	
New Horizons Learning C	2	3100 Minnesota Ave	Panama City	32405	N	G,A	222	4,443			L	EHPa-per Ehpa list -2009
Oakland Terrace ES	9	2010 W. 12th Street	Panama City	32401	N	G,A	0	0			L	not- per EHPA list-2009
Oakland Terrace ES	13	2010 West 12th Street	Panama City	32401	R	G,A	224	3,365		294	HMGP	
Oakland Terrace ES	14	2010 West 12th Street	Panama City	32401	R	G,A	258	4,159		258	HMGP	
Parker ES	2	640 S. Hwy. 22A	Panama City	32404	N	G,A	180	3,600			L	per EHPA list -2009
Pattersen ES	2	1025 Redwood Avenue	Panama City	32401	R	G,A	0	0	0		F	HB7121
Pattersen ES	16	1025 Redwood Avenue	Panama City	32401	R	G,A	265	5,294			F	HB7121
rosenwald JrHS	13	1310 East 11th Street	Panama City	32401	R	G,A	202	3,493		202		
Rutherford High School	2 (1st floor Hallway and Media/Classrooms)	1000 School Avenue	Panama City	32401	R	G,A	237	4,740		237	HMGP	
Rutherford High School	12	1000 School Avenue	Springfield	32401	R	G,A	0	0	209		F	HB7121
Rutherford High School	13	1000 School Avenue	Springfield	32401	R	G,A	552	11,031			F	HB7121
Rutherford High School	14	1000 School Avenue	Springfield	32401	R	G,A	0	0	503		F	HB7121
Rutherford High School	15	1000 School Avenue	Springfield	32401	R	G,A	0	0	378		F	HB7121
Springfield Elementary School	14	520 School Avenue	Panama City	32401	R	G,A	245	4,072		245	HMGP	
Springfield Elementary School	15	520 School Avenue	Panama City	32401	R	G,A	250	3,746	0	255	HMGP	
Suffside Middle School	4	300 Nautilus Street	Panama City Beach	32407	R	G,A	898	17,965			HMGP	
Surfside Middle School	5	300 Nautilus Street	Panama City Beach	32407	R	G,A	231	4,619			HMGP	
T. Smith Elementary School	1	5044 Tommy Smith Way	Panama City	32404	R	G,A	235	4,708			HMGP	
T. Smith Elementary School	2	5044 Tommy Smith Way	Panama City	32404	R	G,A	400	8,007			HMGP	
T. Smith Elementary School	3	5044 Tommy Smith Way	Panama City	32404	R	G,A	426	8,515			HMGP	
T. Smith Elementary School	4	5044 Tommy Smith Way	Panama City	32404	R	G,A	438	8,764			HMGP	
Waller Elementary School	1	11332 Highway 388	Fountain	32466	R	G,A	0	0	438		F	HB7121
Waller Elementary School	3	11332 Hwy 338	Youngstown	32466	R	G,A	82	1,638			L	
Waller Elementary School	4	11332 Hwy 338	Youngstown	32466	R	G,A	207	4,141			L	
Waller Elementary School	5	11332 Highway 388	Fountain	32466	R	G,A	288	5,757			F	HB7121
TOTALS FOR BAY COUNTY							15,311	282,231	1,465	7,556		0

Figure 27. Bay County Law Enforcement Stations

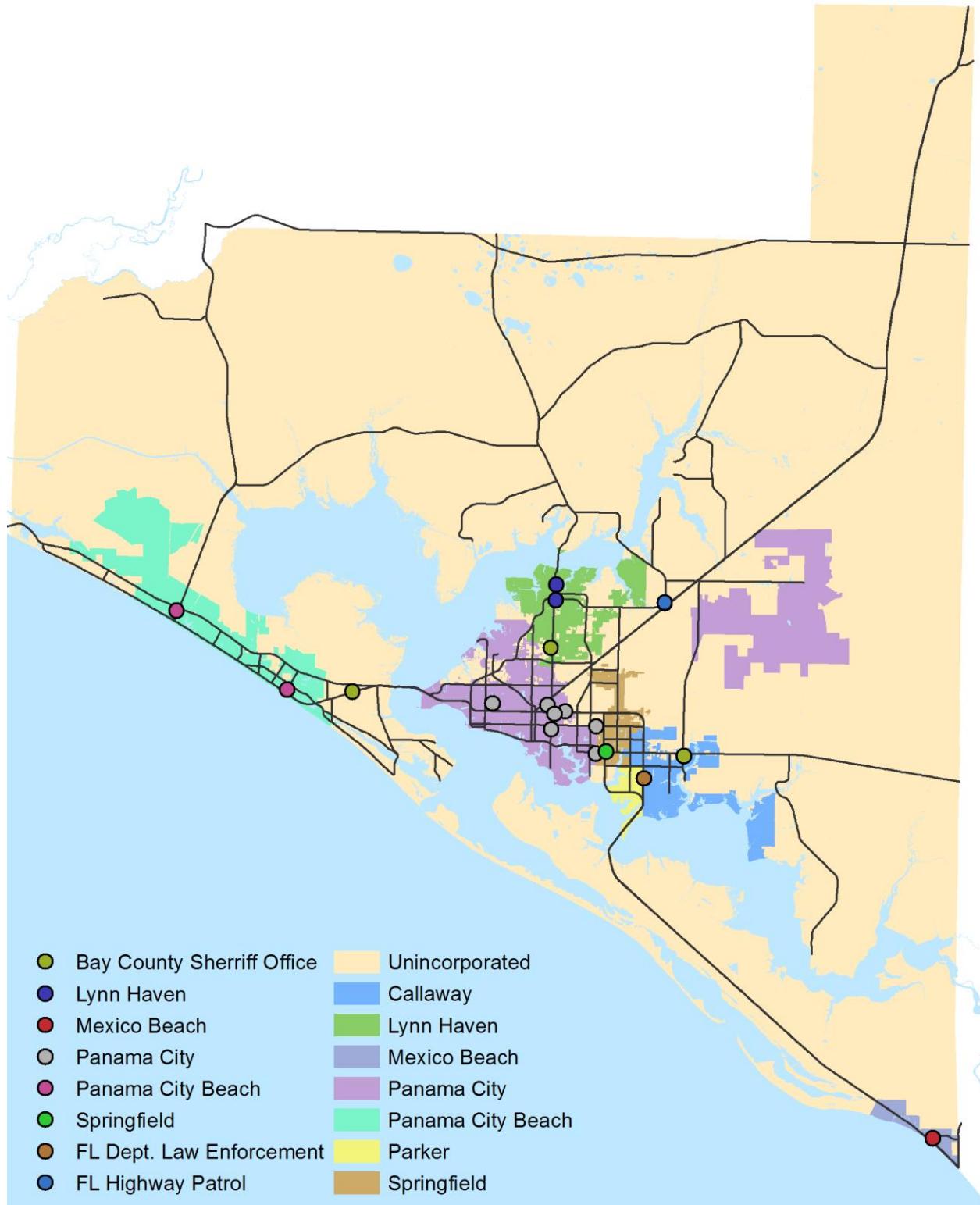


Figure 28. Bay County Military Installations

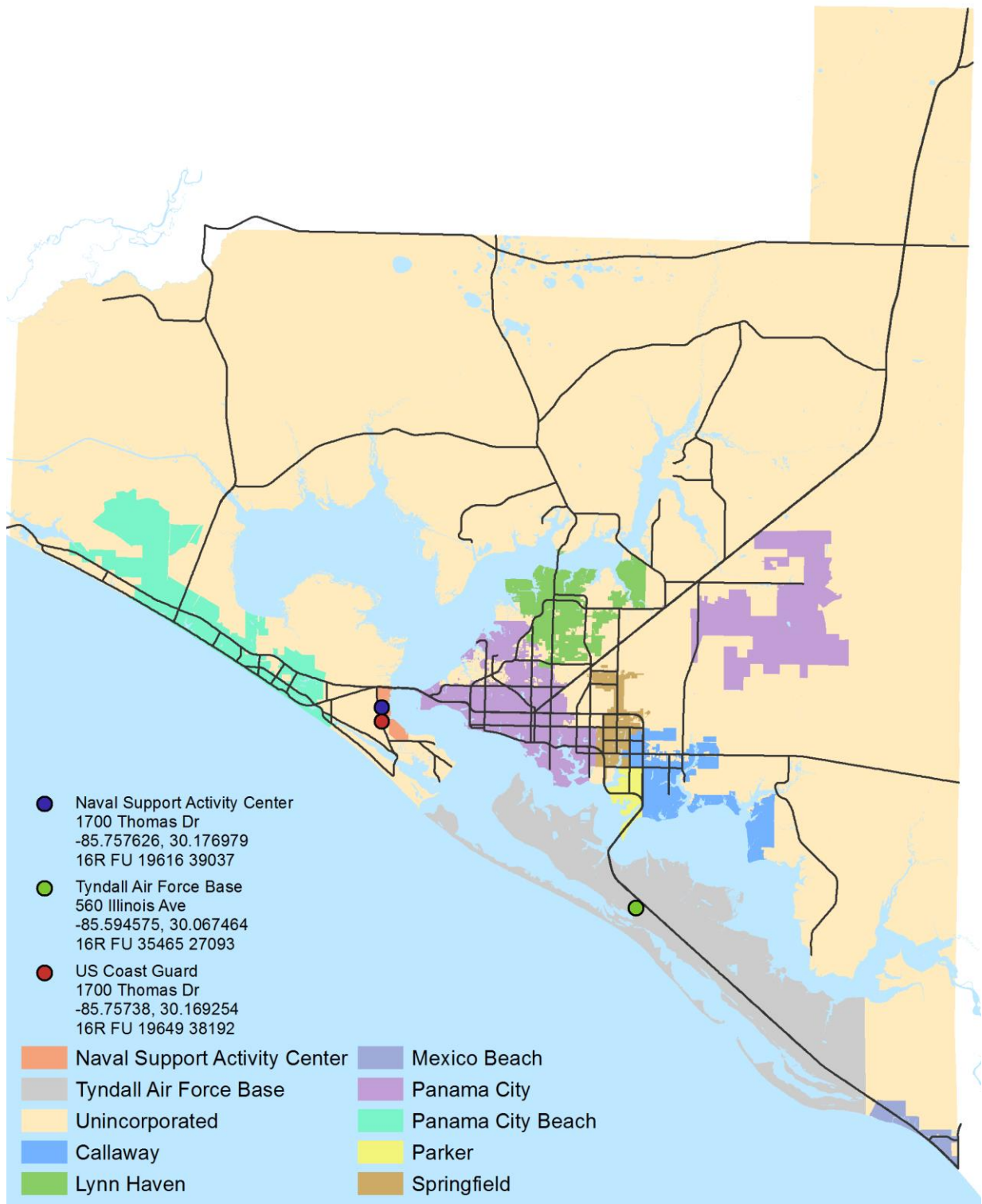


Figure 29. Hospitals

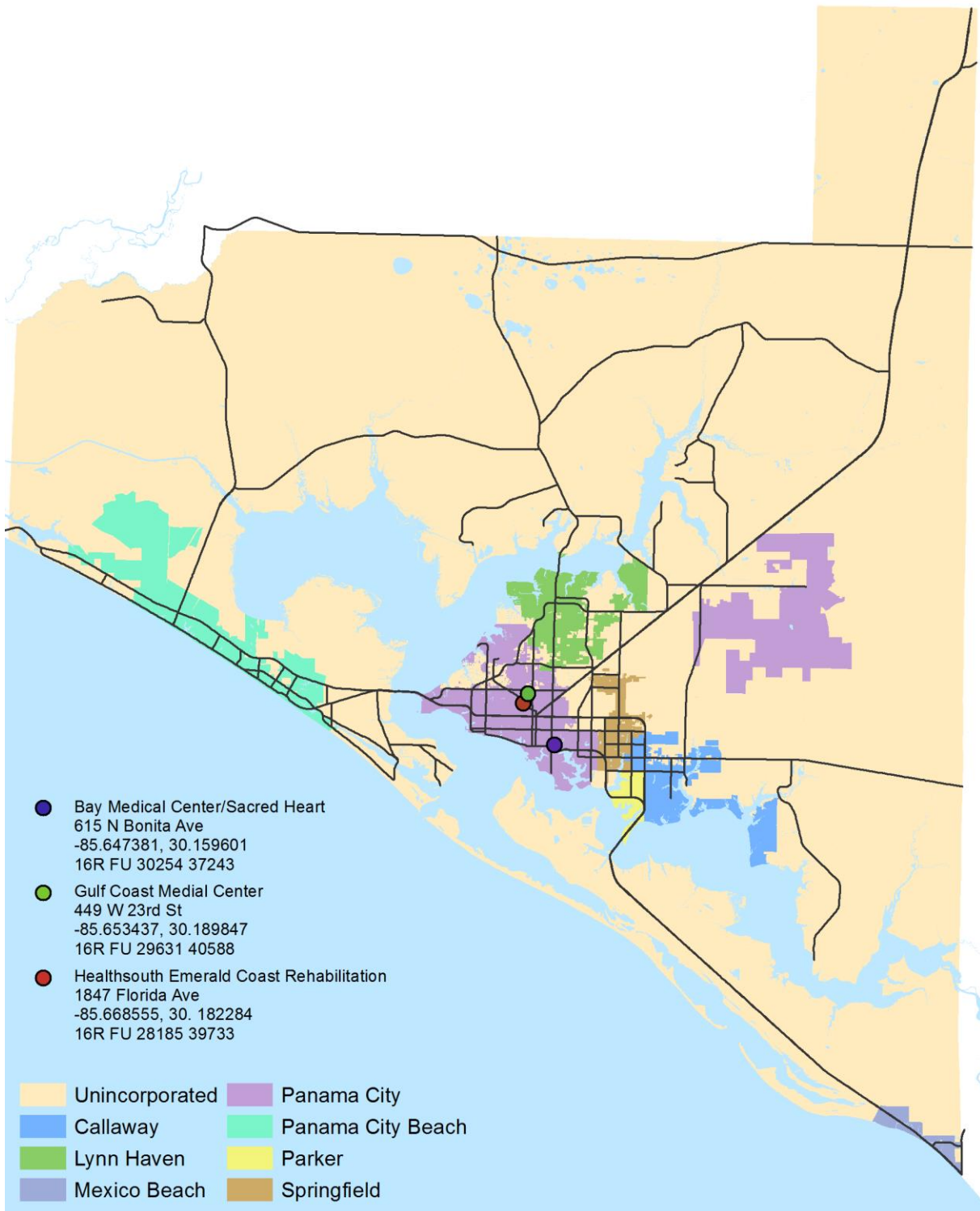


Figure 30. Bay County Evacuation Routes

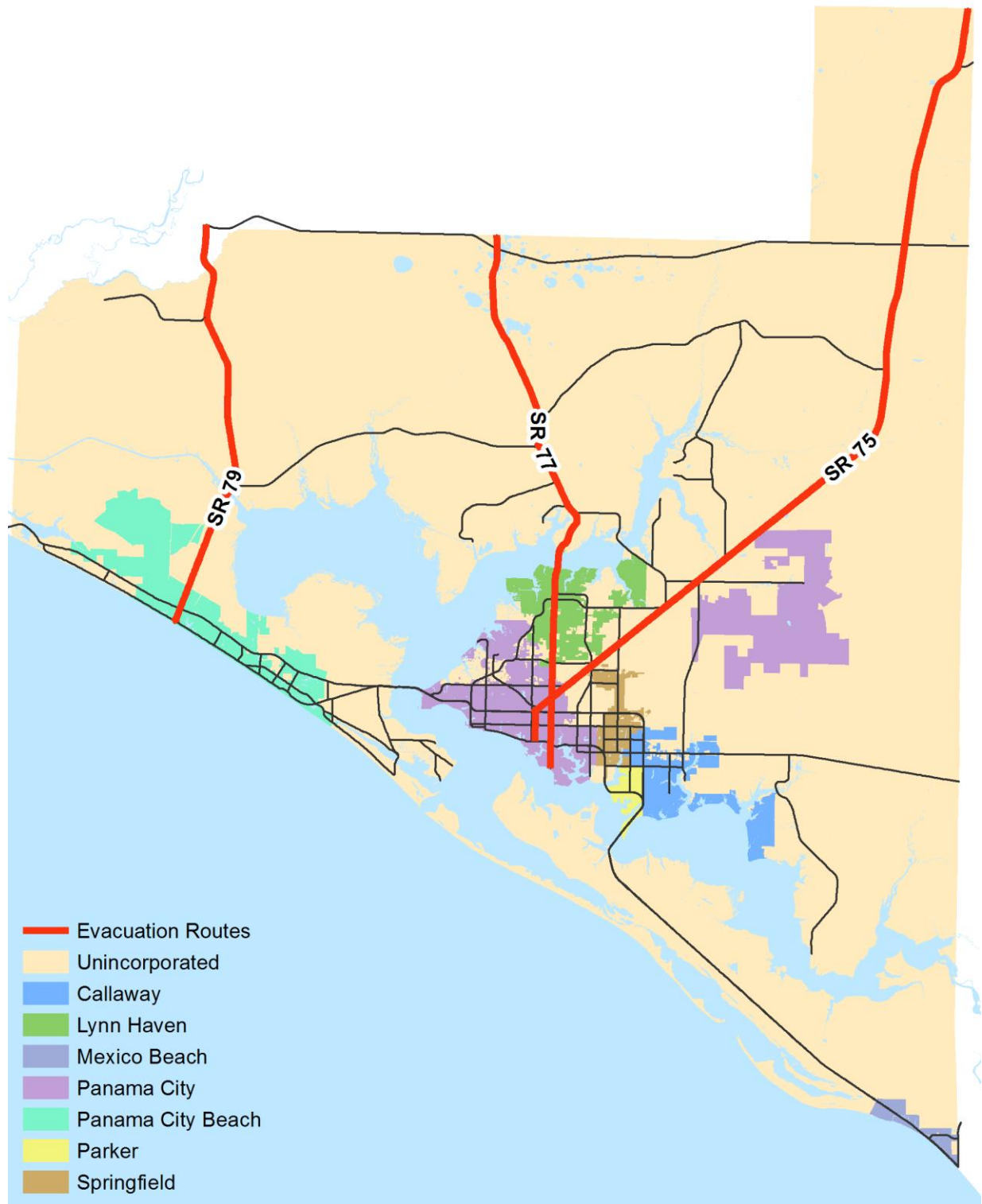
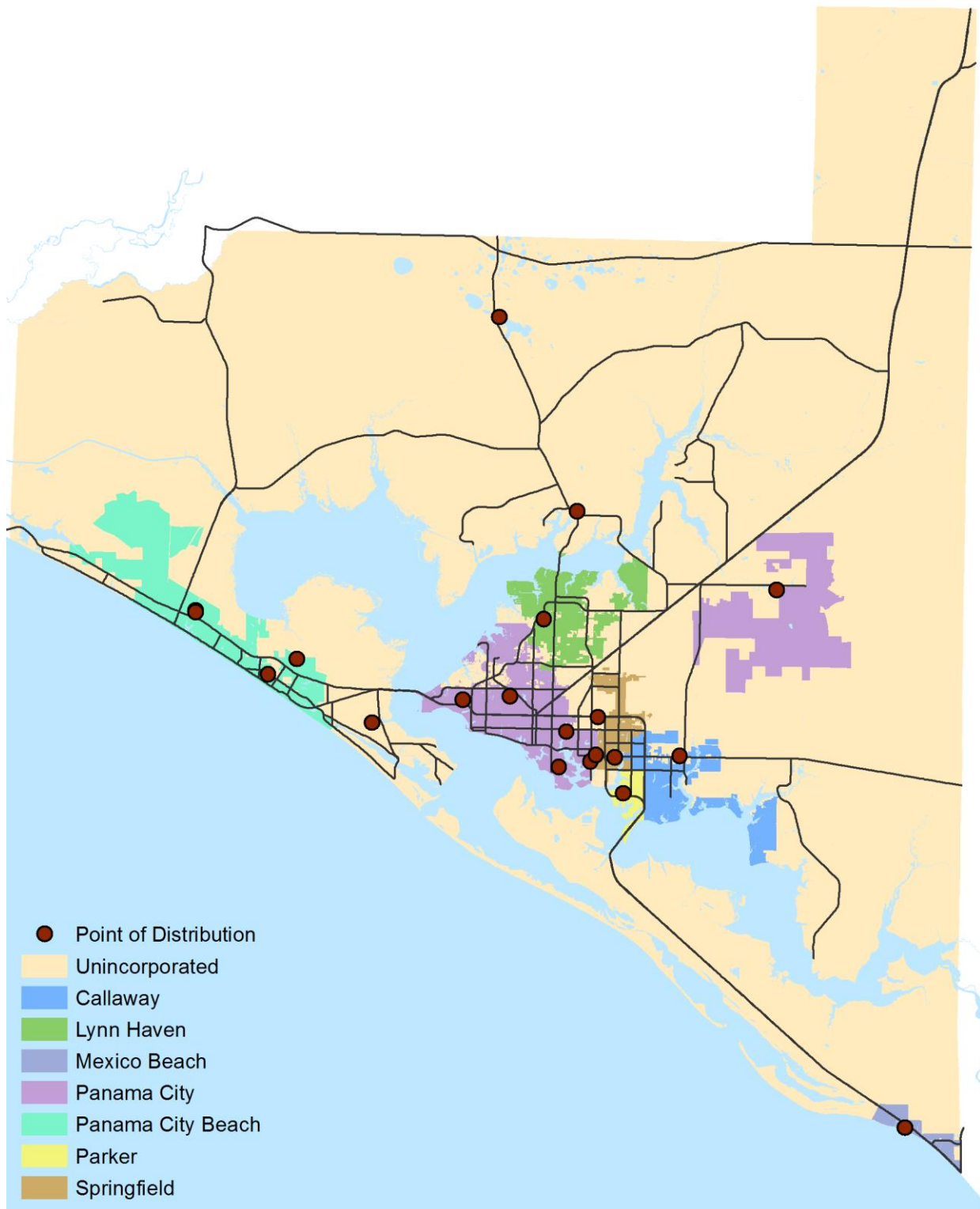


Figure 31. Bay County Points of Distribution (PODs)



CONCEPT OF OPERATIONS

NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

Since the September 11, 2001, attacks on the World Trade Center and the Pentagon, much has been done to improve prevention, preparedness, response, recovery, and mitigation capabilities and coordination processes across the country. A comprehensive national approach to incident management, applicable at all jurisdictional levels and across all functional disciplines, has worked to improve the effectiveness of emergency response providers and incident management organizations across a full spectrum of potential incidents and hazard scenarios. Such an approach has also improved coordination and cooperation between public and private entities in a variety of domestic incident management activities. On February 28, 2003, the President issued Homeland Security Presidential Directive (HSPD)-5, which directed the Secretary of Homeland Security to develop and administer a National Incident Management System (NIMS). According to HSPD-5:

“This system will provide a consistent nationwide approach for Federal, State, and Local governments to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, and Local capabilities, the NIMS will include a core set of concepts, principles, terminology, and technologies covering the incident command system; multi-agency coordination systems; unified command; training; identification and management of resources (including systems for classifying types of resources); qualifications and certification; and the collection, tracking, and reporting of incident information and incident resources.”

While most incidents are generally handled by a single jurisdiction at the local level on a daily basis, there are important instances in which successful incident management operations depend on the involvement of multiple jurisdictions, functional agencies, and emergency responder disciplines. These instances require effective and efficient coordination across this broad spectrum of organizations and activities. The NIMS uses a systems approach to integrate the best of existing processes and methods into a unified national framework for incident management. This framework forms the basis for interoperability and compatibility that, in turn, enables a diverse set of public and private organizations to conduct well-integrated and effective incident management operations. It does this through a core set of concepts, principles, procedures, organizational processes, terminology, and standards requirements applicable to a broad community and NIMS users.

To provide this framework for interoperability and compatibility, the NIMS is based on an appropriate balance of flexibility and standardization. NIMS provides a consistent, flexible, and adjustable national framework within which government and private entities at all levels can work together to manage domestic incidents regardless of their cause, size, location, or complexity. This flexibility applies across all phases of incident management: prevention, preparedness, response, recovery, and mitigation. NIMS also provides a set of standardized organizational structures - such as the Incident Command System (ICS), multi-agency coordination systems, and public information systems – as well as requirements for processes, procedures, and systems designed to improve interoperability among jurisdictions and

disciplines in various areas, including training; resource management; personnel qualification and certification; equipment certification; communications and information management; technology support; and continuous system improvement.

NIMS COMPONENTS

The NIMS integrates existing best practices into a consistent, nationwide approach to incident management that is applicable at all jurisdictional levels and across all functional disciplines in an all hazards context. Six major components make up this systems approach. The following discussion provides a brief synopsis of each major component of the NIMS, as well as how these components work together as a system to provide the national framework for preparing for, preventing, responding to, and recovering from domestic incidents regardless of cause, size, or complexity. A more detailed discussion of each component can be found in a variety of sources, particularly the NIMS Resource Center (<http://www.fema.gov/emergency/nims/index.shtm>).

Command and Management

NIMS standard incident command structures are based on three key organizational systems:

The Incident Command System (ICS)

The ICS defines the operating characteristics, interactive management components, and structure of incident management and emergency response organizations engaged throughout the life cycle of an incident;

Multi-agency Coordination Systems (MACS)

These define the operating characteristics, interactive management components, and organizational structure of supporting incident management entities engaged at the Federal, State, Local, and regional levels through mutual-aid agreements and other assistance arrangements; and

Public Information Systems

These refer to processes, procedures, and systems for communicating timely and accurate information to the public during crisis or emergency situations.

Preparedness

Effective incident management begins with a host of preparedness activities conducted on a “steady-state” basis, well in advance of any potential incident. Preparedness involves an integrated combination of planning, training, exercise, personnel qualification and certification standards, equipment acquisition and certification standards, and publication management processes and activities.

- **Planning** – Plans describe how personnel, equipment, and other resources are used to support incident management and emergency response activities. Plans provide mechanisms and systems for setting priorities, integrating multiple entities and functions, and ensuring that communications and other systems are available and integrated in support of a full spectrum of incident management requirements.
- **Training** – Training includes standard courses on multi-agency incident command and management, organizational structure, and operational procedures; discipline-specific and agency-specific incident management courses; and courses on the integration and use of supporting technologies.
- **Exercises** – Incident management organizations and personnel must participate in realistic exercises – including multidisciplinary, multi-jurisdictional, and multi-sector interaction – to improve integration and interoperability and optimize resource utilization during incident operations.

Qualification and Certification – Qualification and certification activities are undertaken to identify and publish national-level standards and measure performance against these standards to ensure that incident management and emergency responder personnel are appropriately qualified and officially certified to perform NIMS-related functions.

Equipment Acquisition and Certification – Incident management organizations and emergency responders at all levels rely on various types of equipment to perform mission essential tasks. A critical component of operational preparedness is the acquisition of equipment that will perform to certain standards, including the capability to be interoperable with similar equipment used by other jurisdictions.

Publications Management – Publications management refers to forms and form standardization, developing publication materials, administering publications – including establishing naming and numbering conventions, managing the publication and promulgation of documents, and exercising control over sensitive documents – and revising publications when necessary.

Resource Management

The NIMS defines standardized mechanisms and establishes requirements for processes to describe, inventory, mobilize, dispatch, track, and recover resources over the life cycle of an incident. Bay County's EOC Message Center and resource request process are essential elements of resource management.

Communications and Information Management

The NIMS identifies the requirement for a standardized framework for communications, information management (collection, analysis, and dissemination), and information-sharing at all levels of incident management. These elements are briefly described as follows:

- **Incident Management Communications** – Incident management organizations must ensure that effective, interoperable communications processes, procedures, and systems exist to support a wide variety of incident management activities across agencies and jurisdictions.
- **Information Management** – Information management processes, procedures, and systems help ensure that information, including communications and data, flows efficiently through a commonly accepted architecture supporting numerous agencies and jurisdictions responsible for managing or directing domestic incidents, those impacted by the incident, and those contributing resources to the incident management effort. Effective information management enhances incident management and response and helps ensure that crisis decision-making is better informed.

Supporting Technologies

Technology and technological systems provide supporting capabilities essential to implementing and continuously refining the NIMS. These include voice and data communications systems, information management systems (i.e., record keeping and resource tracking), and data display systems. Also included are specialized technologies that facilitate ongoing operations and incident management activities in situations that call for unique technology-based capabilities.

Ongoing Management and Maintenance

This component establishes an activity to provide strategic direction for an oversight of the NIMS, supporting both routine review and the continuous refinement of the system and its components over the long term.

INCIDENT COMMAND SYSTEM

The incident command system (ICS) is a management system designed to enable effective and efficient domestic incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure. A basic premise of the ICS is that it is widely applicable. It is used to organize both near-term and long-term field-level operations for a broad spectrum of emergencies, from small to complex incidents, both natural and man-made. The ICS is used by all levels of government – Federal, State, and Local – as well as by many private-sector and nongovernmental organizations (NGOs). The ICS is also applicable across disciplines and is normally structured to facilitate activities in five major functional areas: command, operation, planning, logistics, and administration/finance. Acts of biological, chemical, radiological, and nuclear terrorism represent particular challenges for the traditional ICS structure. Events that are not site specific, are geographically dispersed, or evolve over longer periods of time will require extraordinary coordination between Federal, State, Local, private-sector, and NGO responders. An area command may be established to oversee the management of such incidents.

Concepts and Principles

Most Incidents Are Managed Locally

The initial response to most incidents is typically handled by local “911” dispatch centers, emergency responders within a single jurisdiction, and direct supporters of emergency responders. Most responses need go no further. In other instances, incidents that begin with a single response discipline within a single jurisdiction may rapidly expand to multidiscipline, multi-jurisdictional incidents requiring significant additional resources and operational support. Whether for incidents in which additional resources are required or are provided from different organizations within a single jurisdiction or outside the jurisdiction, or for complex incidents with national-level implications (such as an emerging infectious disease or a bio-terror attack), the ICS provides a flexible core mechanism for coordinated and collaborative incident management. When a single incident covers a large geographical area, multiple local ICS organizations may be required. Effective cross-jurisdictional coordination using processes and systems described in the NIMS is absolutely critical in this instance.

NIMS require that field command and management functions be performed in accordance with a standard set of ICS organizations, doctrine, and procedures. However, Incident Commanders generally retain the flexibility to modify procedures or organizational structure to align as necessary with the operating characteristics of their specific jurisdictions or to accomplish the mission in the context of a particular hazard scenario.

ICS Is Modular and Scalable

ICS is designed to have the following operating characteristics; it should be:

- Suitable for operations within a single jurisdiction or single agency, within a single jurisdiction with multi-agency involvement, or across multiple jurisdictions with multi-agency involvement;
- Applicable and acceptable to users throughout the country;
- Readily adaptable to new technology;
- Adaptable to any emergency or incident to which domestic incident management agencies would be expected to respond; and
- Have a scalable organizational structure that is based on the size and complexity of the incident.

ICS Has Interactive Management Components

These set the stage for effective and efficient incident management and emergency response.

ICS Establishes Common Terminology

These include a standard set of pre-designated organizational elements and functions, common names for resources used to support incident operations, common “typing” for resources to reflect specific

capabilities, and common identifiers for facilities and operational locations used to support incident operations. These standards and procedures enable diverse organizations to work together effectively.

ICS Incorporates Measurable Objectives

Measurable objectives ensure fulfillment of incident management goals. Objective-setting begins at the top and is communicated throughout the entire organization.

ICS Should Be User Friendly

Its implementation should have the least possible disruption on existing systems and processes. This will facilitate its acceptance across a nationwide user community and ensure continuity in the transition process from normal operations. Additionally, ICS should be applicable across a wide spectrum of emergency response and incident management disciplines. This will enable the communication, coordination, and integration critical to effective and efficient NIMS.

Management Characteristics

ICS is based on proven management characteristics. Each contributes to the strength and efficiency of the overall system.

Common Terminology

ICS establishes common terminology that allows diverse incident management and support entities to work together across a wide variety of incident management functions and hazard scenarios. This common terminology covers the following:

- **Organizational Functions** – Major functions and functional units with domestic incident management responsibilities are named and defined. Terminology for the organizational elements involved is standard and consistent.
- **Resource Descriptions** – Major resources - including personnel, facilities, and major equipment and supply items – used to support incident management activities are given common names and are “typed” with respect to their capabilities, to help avoid confusion and to enhance interoperability.
- **Incident Facilities** – Common terminology is used to designate the facilities in the vicinity of the incident area that will be used in the course of incident management activities.

Modular Organization

The incident command organizational structure develops in a top-down, modular fashion that is based on the size and complexity of the incident as well as the specifics of the hazard environment created by the incident. When needed, separate functional elements can be established, each of which may be further

subdivided to enhance internal organizational management and external coordination. Responsibility for the establishment and expansion of the ICS modular organization ultimately rests with the Incident Commander (IC) who bases these on the requirements of the situation. As incident complexity increases, the organization expands from the top down as functional responsibilities are delegated. Concurrently with structural expansion, the number of management positions expands to adequately address the requirements of the incident.

Management by Objectives

Management by objectives represents an approach that is communicated throughout the entire ICS organization. The approach includes the following:

- Establishing overarching objectives;
- Developing and issuing assignments, plans, procedures, and protocols;
- Establishing specific, measurable objectives for various incident management functional activities, and directing efforts to obtain them, in support of defined strategic objectives; and
- Documenting results to measure performance and facilitate corrective action.

Reliance on an Incident Action Plan

Incident action plans (IAPs) provide a coherent means of communicating the overall incident objectives in the contexts of both operational and support activities.

Manageable Span of Control

Span of control is key to effective and efficient incident management. Within ICS, the span of control of any individual with incident management supervisory responsibility should range from three to seven subordinates. The type of incident, nature of the task, hazards and safety factors, and distances between personnel and resources all influence span-of-control considerations.

Pre-designated Incident Locations and Facilities

Various types of operational locations and support facilities are established in the vicinity of an incident to accomplish a variety of purposes, such as decontamination, donated goods processing, mass care, and evacuation. The IC will direct the identification and location of facilities based on the requirements of the situation at hand. Typical pre-designated facilities include incident command posts, bases, camps, staging areas, mass casualty triage areas, and others, as required.

Comprehensive Resource Management

Maintaining an accurate and up-to-date picture of resource utilization is a critical component of domestic incident management. Resource management includes processes for categorizing, ordering, dispatching, tracking, and recovering resources. It also includes processes for reimbursement for resources, as appropriate. Resources are defined as personnel, equipment, supplies, and facilities available or potentially available for assignment or allocation in support of incident management and emergency response activities.

Integrated Communications

Incident communications are facilitated through the development and use of a common communications plan and interoperable communications processes and architectures. This integrated approach links the operational and support units of the various agencies involved. It is necessary to maintain communications, connectivity, discipline, and to enable common situational awareness and interaction. Preparedness planning must address the equipment, systems, and protocols necessary to achieve integrated voice and data incident management communications.

Establishment and Transfer of Command

The command function must be clearly established from the beginning of incident operations. The agency with primary jurisdictional authority over the incident designates the individual at the scene responsible for establishing command. When command is transferred, the process must include a briefing that captures all essential information for continuing safe and effective operations.

Chain of Command and Unity of Command

Chain of command refers to the orderly line of authority within the ranks of the incident management organization. Unity of command means that every individual has a designated supervisor to whom they report at the scene of the incident. These principles clarify reporting relationships and eliminate the confusion caused by multiple, conflicting directives. Incident managers at all levels must be able to control the actions of all personnel under their supervision.

Unified Command

In incidents involving multiple-agency involvement, unified command allows agencies with different legal, geographic, and functional authorities and responsibilities to work together effectively without affecting individual agency authority, responsibility, or accountability.

Accountability

Effective accountability at all jurisdictional levels and within individual functional areas during incident operations is essential. To that end, the following principles must be adhered to:

- **Check-In** – All responders, regardless of agency affiliation, must report in to receive an assignment in accordance with the procedures established by the IC.
- **Incident Action Plan** – Response operations must be directed and coordinated as outlined in the IAP.
- **Unity of Command** – Each individual involved in incident operations will be assigned to only one supervisor.
- **Span of Control** – Supervisors must be able to adequately supervise and control their subordinates as well as communicate with and manage all resources under their supervision.
- **Resource Tracking** – Supervisors must record and report resource status changes as they occur.

Deployment

Personnel and equipment should respond only when requested or when dispatched by an appropriate authority.

Information and Intelligence Management

The incident management organization must establish a process for gathering, sharing, and managing incident-related information and intelligence.

Additional, more detailed information on the incident command system can be found in a variety of sources, particularly the NIMS Resource Center (<http://www.fema.gov/emergency/nims/index.shtm>).

Organization System

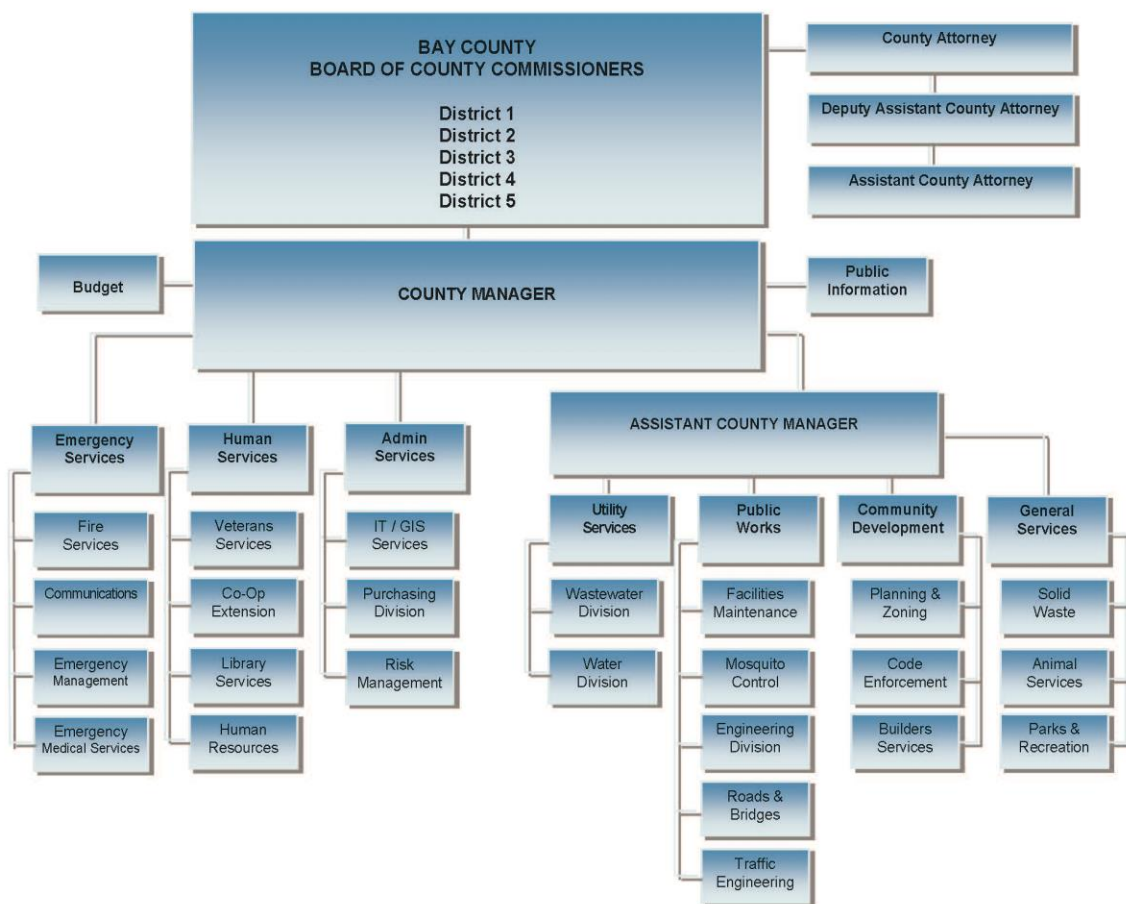
Bay County is a Home Rule County. The County Manager reports directly to the BOCC. Sixteen department heads, including the department head of Emergency Services who is also the Director of Emergency Management, report to two Assistant County Managers or the County Manager during normal operations. There are also seven municipalities within Bay County; each has a City Manager or Clerk who reports to a Mayor or City Commission. The seven Municipalities are:

- City of Callaway
- City of Lynn Haven

- City of Mexico Beach
- City of Panama City
- City of Panama City Beach
- City of Parker
- City of Springfield

The executive power of Bay County government (except as retained by the Municipalities) is vested in the BOCC who has authorized the County Manager to oversee the daily operations of the County. This system is depicted in **Figure 32**.

Figure 32. Bay County Organizational Structure



NORMAL, NON-EMERGENCY OPERATIONS

During the time when the emergency preparedness organization is in routine or non-emergency operational status, the EMD is responsible for maintaining the records, files and other papers pertaining to the various services of the emergency preparedness organization and for keeping and revising an accurate, adequate record of personnel assignments to the emergency preparedness positions authorized by the CEMP and subordinate plans. The EMD also provides the headquarters services for the emergency preparedness organization and EOC and performs such functions as authorized by the CEMP to be performed while in non-emergency status. In addition the EMD shall:

- Keep persons throughout the various County departments well informed by establishing and maintaining a comprehensive educational program that focuses on emergency preparedness; such programs shall be responsive to identified needs and shall involve, to the extent practical, all aspects of the community including by not limited to the media, retailers, banks, utilities, independent agencies of the County and other public sector and private sector entities.
- Identify, record, and update, on a monthly basis, the Persons with Special Needs registry residing with the County Warning Point and also facilitate implementation of a means designed to pick up and return such persons to designated locations.
- Be the central repository for all mutual aid agreements concerning emergency preparedness, which have been approved and authorized by the BOCC.
- Maintain a state of readiness posture by conducting exercise programs each calendar year.

Increased Readiness Procedures

The Chief of the EMD under the authority of the Chief of the DES is responsible for monitoring all significant incidents and for placing on alert those agencies that may be required to assist in the response. To reduce the effects of disasters, a system for reacting to various warnings of impending local disasters and emergencies of regional significance, such as hurricanes, is established by this CEMP and the County's Continuity of Operation Plan (COOP). The COOP recognizes certain conditions that trigger precautionary and response actions whether by the DES Staff or larger elements of the emergency response organization.

Local Disaster – In most cases, local disasters occur without warning. In such cases where a warning is received from the National Weather Service (NWS) or other such source, the information will be disseminated to those agencies within the County with emergency response and warning duties. The staff of the DES will monitor weather conditions, and if practical, issue warning statements for the affected areas.

Hurricanes – No natural disaster has the potential for sheer destructive power as a hurricane, nor poses a greater threat to the people of northwest Florida. Such a threat warrants special consideration and attention during the months from June to November. However, other weather systems also have the potential of inflicting extensive damage to our community, damage that could easily outstrip local

emergency response and recovery resources. Modern weather monitoring equipment provides an early warning of the appearance of hurricanes in the tropics or other significant weather patterns that have the potential of inflicting severe weather on northwest Florida. These slowly developing threats normally, but obviously not always, allow time for activation of the following phases: Monitoring Phase (Level 3), Alert Phase (Level 2), and a Mobilization Phase (Level 1).

Other Disasters – The potential for a variety of rapidly developing situations such as a surprise nuclear, biological, or chemical (NBC) attack or hazardous materials release exists within Bay County. These situations might dictate an immediate Mobilization Phase, followed by an Evacuation Phase (Level 1), an Attack Phase/Return Phases (Level 1 or 2), a Response Phase (Level 1) and Recovery Phase (Level 2 or 3). The various phases are discussed below:

Level One (1). Level 1 is a full-scale EOC activation with all primary and support functional agencies in addition to DES and County personnel operating on a 24-hour basis. Coordination with the FDEM and FEMA through FDEM is critical to ensure accurate information is received and disseminated in order to provide an emergency response that is effective as possible to hasten recovery operations.

Level Two (2). Level 2 requires a limited EOC functional agency activation operating on a 12 hour basis. All primary or lead functional agencies are notified, as appropriate, to meet the level of EOC activation depending on the nature and scope of the threat to Bay County. The EOC will be staffed by DES personnel and other necessary functional agencies. Coordination with the FDEM and FEMA through FDEM is critical to ensure accurate information is received and disseminated in order to provide an emergency response that is effective as possible to hasten recovery operations.

Level Three (3). Level 3 is typically a monitoring phase. Notification will be completed to those functional agencies or ESFs who would need to take action as part of their everyday responsibilities. Municipalities, County, State and Federal agencies normally operate under internal procedures and priorities with little emphasis on mutual aid, augmentation of resources, or multi-departmental coordination. Under emergency conditions, this situation can change rapidly necessitating a centralized operation to minimize the negative impact on lives and property.

During hurricane season (June 1 – November 30), the following increased readiness phases are implemented:

Monitoring Phase. When a tropical depression, storm, or hurricane threatens Bay County, DES and the Bay County 24-hour Warning Point (located in the EOC) will monitor and track the storm system. Notification of County officials is usually not necessary at this stage. Public notification will be accomplished through normal NWS bulletins issued through the media as well as AlertBay. Internal actions by County departments, such as validation of alerting procedures, possible work schedule changes, review of necessary assignments, etc., may be specified in departmental checklists/standard operating guidelines (SOGs) but are not mandated until the Alert Phase.

Readiness Phase. The Readiness Phase is implemented to allow County functional agencies to prepare for the Alert Phase by reviewing checklists, the CEMP, telephone recall rosters, and message forms as well as undertake a general gearing up for the next phase.

Alert Phase. A tropical storm or hurricane poses a threat to a portion or all of Bay County. The NWS, DES, and County Warning Point will continue to monitor and track the weather system. Updated information will be relayed to appropriate agencies. Notification of selected agencies will be accomplished by the EMD through the County Warning Point, which will utilize either the voice telephone communication or the Bay County automated notification system, AlertBay. Notification of all other agencies and the general public will be through local radio and television stations by NWS and/or the EMD. Actions to be taken are listed in departmental SOGs and checklists and should include all preparatory steps for emergency operations such as verification of recall pyramids, work schedule, assignments, emergency equipment inventories and overall County operational status.

Mobilization Phase. A tropical storm or hurricane has a high probability of impacting Bay County. Activation of the EOC will be completed according to the Line of Succession Chart. All primary response EOC members will report to the EOC. All County departments will notify employees of mobilization and confirm emergency assignments. All County and municipal response activities will be managed from the EOC. Departmental status will be reported to the designated EOC representative hourly until all tasked preparatory duties are completed. EOC personnel will maintain listings of personnel and equipment for use.

Response Phase. All or a portion of Bay County is in imminent danger from a hurricane/tropical storm. EOC staff will direct the appropriate County governmental response actions. Requests from EOC staff members will take priority over normal services.

Recovery Phase. This phase begins when all necessary response activities have been completed, and the threat to the County has passed. Recovery operations consist of two periods-the immediate recovery period and the long-term recovery period. Activities included in the immediate recovery period are search and rescue operations, reinstatement of essential services, restoration of vital facilities, and preliminary damage assessment. The long-term recovery period begins at the conclusion of the immediate recovery period and includes activities such as final damage assessments and operation of Disaster Application Centers (DACs). The long-term recovery period ends when the County has been restored to pre-disaster condition. Generally, the immediate recovery period will be managed from the EOC. Long-term recovery will be coordinated by the EMD with each agency in its normal environment and/or field command centers, as conditions warrant.

EMERGENCY OPERATIONS

Authorization

The Bay County's Comprehensive Emergency Management Plan (CEMP) may be activated at any time as deemed necessary by the Board of County Commission (BOCC) Chairman from Bay County, the County Manager, the Chief of the DES, the Bay County Sheriff, and/or the Medical Director from the Bay County Health Department. This plan is based on the principle that Bay County authorities bear the initial responsibility for disaster response and relief. As a corollary to the principle, each agency of Bay County government will accomplish the functions for which it is responsible. This requires that each agency be aware of the functions they will have to perform during a disaster, the personnel will be trained in these

disaster response functions, and that agency personnel will report to work prior to, during, and following a disaster.

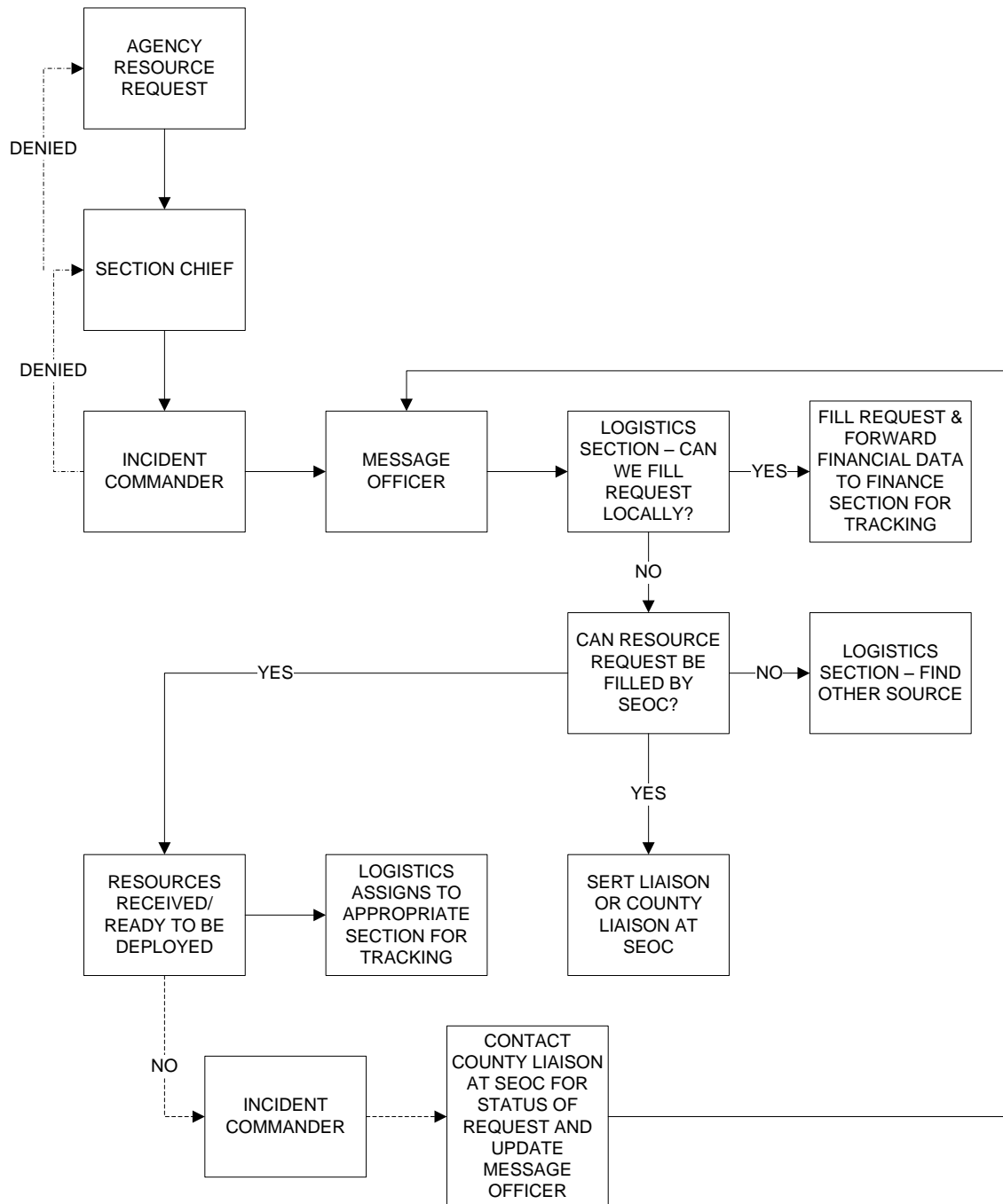
During any absence of the BOCC Chairman from Bay County, the Vice-chairman of the BOCC shall automatically become acting Chairman, with emergency powers to act only when the public interest requires and with such additional powers as the BOCC may designate. If the Chairman and the Vice-chairman of the Commission are simultaneously absent or incapable of acting as Chairman, then the County Manager or designee shall automatically become acting Chairman with the same powers as the Chairman of BOCC would have had in like circumstances.

State and Federal governments are prepared to supplement the efforts of Bay County when it becomes clearly evident that Bay County is unable to cope with the effects of the disaster. Bay County will handle most emergencies in accordance with Chapter 15 of its Ordinance Code, which provides for emergency continuity of Bay County government in the event of any man-made or natural disasters or emergencies and creates the framework for activation of disaster emergency activities, and establishes the need for disaster preparedness to deal with natural and man-made emergencies. Ordinance No. 99-12 was adopted by the BOCC on July 13, 1999, to promulgate the intent and instructions of Chapter 15. When local resources are clearly inadequate to handle the situation, assistance will be requested from higher levels of government, both state and federal.

Section 15-109 outlines the need for a declaration of a state of emergency via proclamation to allow for taking of emergency measures and actions. The Chairman of the BOCC is empowered to make such a declaration. Section 15-107 states that the declared state of emergency shall remain in effect for a period of seven days and may be extended in seven day increments until such time as the acting BOCC Chairman or a quorum of the County Commissioners determines that the state of emergency should be terminated.

Specialized assistance for specific needs may be requested from various State and Federal agencies. The process for requesting aid from State and Federal programs is summarized in **Figure 33** below. The EMD will be kept informed of such requests in case additional coordination is later required.

Figure 33. Resource Request Flow Chart



Requests for local assistance will be made from the appropriate Bay County agency to the Chief of the EMD or the appropriate Section Chief. After an evaluation of the situation has been made by the EMD based on agency reports and/or reports for Damage Assessment Teams within Bay County, the BOCC Chairman or Incident Commander (IC) may direct Bay County resources into the affected area and/or declare a Local State of Emergency (LSE) to exist in the area. The CEMP will be implemented, the EOC activated at an appropriate level, and Bay County resources made available for special assistance as

requested by the EMD/IC. The EOC staffing assignments shall be as shown in the IC-ESF Interface. Activation of the EOC will activate the Integrated Emergency Management System (IEMS), which is organized using the incident command system (ICS), similar to the organization of state and federal disaster response organizations.

Bay County agencies will provide resources to assist these designated areas according to the functional responsibilities outlined in this document. For each ICS unit or function, one agency has lead responsibility and other agencies are assigned participating roles. The lead agency will provide both resources and leadership relating to that unit or function, with participating agencies providing resources as requested by the agency with lead responsibility.

When local resources are determined to be inadequate to cope with the disaster, the acting BOCC Chairman or designee will request State and/or Federal assistance through the Governor. The SERT liaison or the County liaison at the State Emergency Operations Center (SEOC) if the has been activated, will coordinate with the FDEM to assure the most effective management of such assistance.

The IC will initiate, execute, and direct the operation. The IC will also control the operation, either personally and/or through delegation of tasks.

Structure

Pursuant to Chapter 15, Ordinance Code, control and direction of the emergency preparedness organization shall be vested in the Chief of the EMD, who shall be responsible for the prompt, efficient execution of the emergency management plan, or so much thereof as is necessary to:

- Reduce vulnerability of people and communities of this County to damage, injury and loss of life and property resulting from natural, technological, or man-made emergencies, catastrophes or hostile military or paramilitary action.
- Prepare for prompt and efficient response and recovery to protect lives and property affected by emergencies, rescue, care and treatment of persons victimized or threatened by disasters.
- Respond to emergencies using all systems, plans and resources necessary to preserve adequately the health, safety and welfare of persons or property affected by the emergency.
- Recover from emergencies by providing for the rapid and orderly start of restoration and rehabilitation of persons and property affected by emergencies.

Bay County personnel responding to the EOC are separated into two basic working groups. This organization separates functional areas of responsibility and facilitates the coordination of member's actions during a disaster. Separation also reflects the space limitations and constraints of the EOC.

The Executive Group is comprised of members of the Bay County BOCC, County administration officials, the County Attorney, and the County Clerk. As well as senior personnel from each of the Municipalities empowered with specific decision making authority for the municipality served.

The Operational Group is comprised of representatives of the many governmental and nongovernmental agencies necessary to ensure a complete and functional response to disaster situations and is responsible for the coordination of efforts to deal with a disaster or emergency.

Present within the Operations Group will be the managers of those city/County agencies that are relied on by the other representatives for support in such areas as transportation, communication and supply. The Operations Group is divided into sections, branches, groups and units in accordance with ICS principles. Each branch/group/unit is responsible for an element or elements of the preparedness, response, and recovery operation. Branch/group/unit staffing, responsibilities, and other information are further outlined in the ICS-ESF Interface as presented in the Bay County EOC organizational chart is presented in **Figure 32**.

Emergency Operations Center Activation Levels

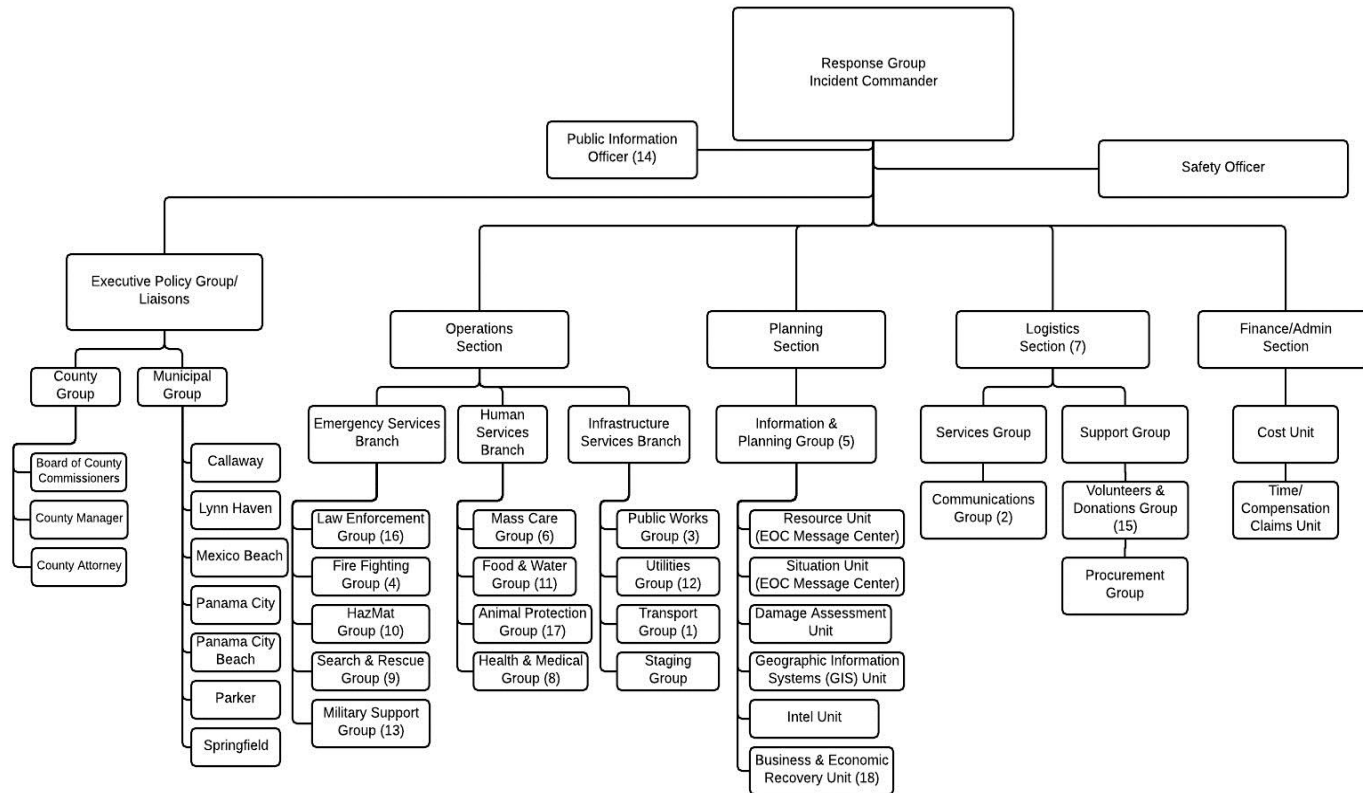
The EOC can be activated to three (3) levels, depending on the nature of the disaster. The BOCC Chairman, through the Chief of the DES, or his designee, shall designate what level of activation is required in response to a given situation, and shall ensure all steps for notification and operation are completed for the that level of activation.

Level One (1). Level 1 is a full-scale EOC activation with all primary and support functional agencies in addition to DES and County personnel operating on a 24-hour basis. Coordination with the FDEM and FEMA through FDEM is critical to ensure accurate information is received and disseminated in order to provide an emergency response that is effective as possible to hasten recovery operations.

Level Two (2). Level 2 requires a limited EOC functional agency activation operating on a 12 hour basis. All primary or lead functional agencies are notified, as appropriate, to meet the level of EOC activation depending on the nature and scope of the threat to Bay County. The EOC will be staffed by DES personnel and other necessary functional agencies. Coordination with FDEM and FEMA through FDEM is critical to ensure accurate information is received and disseminated in order to provide an emergency response that is effective as possible to hasten recovery operations.

Level Three (3). Level 3 is typically a monitoring phase. Notification will be completed to those functional agencies or ESFs who would need to take action as part of their everyday responsibilities. Municipalities, County, state and federal agencies normally operate under internal procedures and priorities with little emphasis on mutual aid, augmentation of resources, or multi-departmental coordination. Under emergency conditions, this situation can change rapidly, necessitating a centralized operation to minimize the negative impact on lives and property.

Figure 34. EOC Organizational Chart



October 3, 2014

OPERATIONS RESPONSIBILITIES

General

Officials at all levels of government share responsibility for the necessary planning needed to minimize losses and provide relief from possible declared emergencies. This shared responsibility includes the disaster preparedness and response capabilities of Bay County government, Municipal governments, districts and independent authorities, volunteer agencies, and State and Federal government.

Initial response will provide for an immediate reaction to alleviate human suffering, prevent loss of life, protect property, and to return the area to normalcy in the least possible time. Operational plans shall be developed for accomplishment of various program goals and objectives designed to effectively reduce hazards and to bring long-range recovery to distressed areas.

Role of Bay County

Be prepared to direct and control local response to a majority of emergencies in accordance with local law and mutual aid arrangements with adjacent communities, special districts and voluntary organizations.

- Provide immediate response through local police, fire/rescue and public facilities.
- Establish readiness procedures to ensure proper training of personnel and the availability of appropriate personnel and equipment in time of emergency. Readiness procedures must also provide for notification of personnel when a warning is received from an external agency (i.e., FDEM, NWS, etc.).
- Request activation of mutual aid arrangements when specific aid coordination in such agreements is required.
- Request assistance from other governments (i.e., other members of the Florida Statewide Mutual Aid Agreement) or higher levels of government (i.e., state and federal agencies) through the FDEM when:
 - Local resources are fully committed and found to be inadequate to cope with the situation, or
 - A particular capability is required and is not otherwise available.

Specific Responsibilities of the Acting Chairman of the BOCC

The following specific responsibilities apply to the acting Chairman of the Bay County BOCC as established by Chapter 15 of the Ordinance Code. Expanded functional responsibilities of Bay County agencies are found in the Response Section of this CEMP and the IC-ESF Interface.

The acting Chairman of the BOCC, or designee, is responsible for meeting the dangers presented to Bay County and its people by an emergency. The acting Chairman of the BOCC may issue executive orders, proclamations and regulations and amend or rescind them in the fulfillment of this responsibility, and such executive orders, proclamations and regulations shall have the force and effect of law during the period for which they are effective. During the continuance of a declared emergency, the Chairman of

the BOCC, or designee, is the Commander-in-Chief of the emergency management forces available for emergency duty. To the greatest extent possible, the acting Chairman of the BOCC shall delegate or assign command authority by prior arrangement embodied in the emergency management plan or in appropriate executive orders or regulations, but this shall not restrict his authority to do so by orders issued at the time of and during the declared emergency.

The Chairman of the BOCC, or designee, is the director of the Executive Group of the EOC. As such, the director is head of the elected and appointed officials that have the executive authority to establish the policies that will direct EOC operations and emergency response actions.

- Declaration; Termination – An emergency shall be declared by proclamation of the Chairman of the BOCC, or designee, if a disaster has occurred or that the occurrence or the threat thereof is imminent. The state of declared emergency shall continue until the Chairman of the BOCC or a quorum of County Commissioners finds that the threat or danger has been dealt with to the extent that the emergency conditions no longer exist and terminates the state of emergency by proclamation, but no state of emergency may continue for longer than seven days unless renewed by the Chairman of the BOCC.
- Activation of Emergency Actions – The proclamation of declaring a state of emergency is the authority for taking emergency measures and actions. These measures and actions may include:
 - Suspend or limit the sale, dispensing, or transportation of alcoholic beverages, firearms, explosives and combustibles.
 - Establish curfews, including, but not limited to, the prohibition of or restrictions on pedestrian and vehicular movement, standing and parking, except for the provision of designated essential services such as fire, police, emergency medical services and hospital services, including the transportation of patients, utility emergency repairs and emergency calls by physicians.
 - Utilize all available resources of the County government as reasonably necessary to cope with the declared emergency, including emergency expenditures.
 - Declare certain areas off limits.
 - Direct and compel the evacuation of all or part of the population from any stricken or threatened area of the County.
 - Make provisions for availability and use of temporary emergency housing and emergency warehousing of materials.
 - Establish EOCs and shelters in addition to or in place of those provided for in the County's emergency plans.
 - Declare that during an emergency it shall be unlawful and an offense against the County or any person, firm, or corporation to use the fresh water supplied by any water system in the County for any purpose other than cooking, drinking and bathing.
 - Declare that during any emergency it shall be unlawful and an offense against the County for any person, firm or corporation operating within the County to charge more than the normal average retail price for any merchandise, goods or services sold during the emergency. The average retail price as used herein is defined to be that price at which similar merchandise, goods or services

were being sold during 90 days immediately preceding the emergency or at a mark-up which is a larger percentage over wholesale cost than was being added to wholesale cost prior to the emergency.

- Confiscate merchandise, equipment, vehicles or property needed to alleviate the emergency with or without compensation. Reimbursement shall be within 60 days and at customary value charged for the items during the 90 days previous to the emergency.
- Allow the chairman, vice-chairman or in their absence, the County manager, or designee, on behalf of the County, to call on the National Guard, other law enforcement divisions and state and federal assistance as necessary to assist in the mitigation of the emergency or to help maintain law and order, rescue and traffic control.
- Suspended the provisions of any ordinance prescribing procedures for the conduct of Bay County business or the rules, regulations or orders of any Bay County agency, if strict compliance with such ordinance, rule, regulation or order would in any way prevent, hinder or delay necessary action in coping with the declared emergency.
- Waive procedures and formalities otherwise required by the bylaw pertaining to:
 - The performance of public work.
 - The entering into of contracts.
 - The incurring of obligations.
 - The rental of equipment.
 - The purchase and distribution, with or without compensation, of supplies, materials and facilities.
 - The appropriation and expenditure of public funds.

Emergency Response Organization

The Direction and Control of major disaster preparation, response and recovery is centered in the Bay County EOC. The Chief of the DES, or his designee, can activate the EOC at any time in response to the approach of a hurricane, other severe weather occurrence, or in the event of a technological accident. When the Chief of the DES, or his designee, is notified by the National Hurricane Center (NHC) that Bay County will probably be placed under a Hurricane Warning, they will recommend to the Chairman of the BOCC that the EOC be activated. The Chief may activate the EOC prior to formal activation by the BOCC Chairman, in preparation of the formal activation, or at any time if necessary to do so in response to an approaching storm or other anticipated emergency event.

The organization of the EOC will depend upon the emergency responsible for activation. When fully activated, the EOC will be organized into two (2) primary functional groups: the Executive Group and the Operational Group. The Executive Group is composed of the primary decision makers of Bay County and its independent Municipalities. The Executive Group will be located in the Incident Command Center (ICC) (Room 132) along with the other representatives to the EOC. The Chairman of the BOCC, as the Chief Elected Official of the County, is the Executive Director of the EOC and Chairman of the Executive Committee.

The Operational Group is also located in Room 132 of the EOC, which serves as the actual center for emergency response activity. The designated Incident Commander (IC) serves as the Operational Group

Director. The Operational Group is supported by the County Warning Point, and other auxiliary functions located within the EOC.

The Press Room is located in Room 101 (larger room) and/or 134 (smaller room) of the EOC building, separate from ICC.

Personnel of the EOC are identified as belonging to one of the two groups (Executive and Operational), in order to separate functional areas of responsibility and to take advantage of the spatial arrangements of the physical facilities provided in the EOC. Each of the principle participants, including the designees from the different municipalities and the head of the Central Panhandle Chapter of the American Red Cross (ARC), is provided with specific outlines of their duties and responsibilities so that they understand their roles within the EOC and what is expected of them during an emergency.

Executive Group

The Executive Group is comprised of the following individuals:

- Commissioners, Bay County Board of County Commissioners
- County Manager, Bay County Administration
- Assistant County Managers, Bay County Administration
- County Attorney, Bay County
- County Clerk, Bay County
- Designated Representative, City of Callaway
- Designated Representative, City of Lynn Haven
- Designated Representative, City of Mexico Beach
- Designated Representative, City of Panama City
- Designated Representative, City of Panama City Beach
- Designated Representative, City of Parker
- Designated Representative, City of Springfield

The Executive Group is responsible for providing political representation and inputs for the decision making process to the IC. Anticipated activities of the Executive Group are:

Authorizing issuance of public evacuation recommendations.

Promulgating emergency policy decisions.

Issuing necessary proclamations and ordinances.

Operational Group

In order to be consistent with federal and state agencies and to facilitate the coordination of its response to a natural or man-made disaster, the BOCC adopted the ICS concept for its emergency management operations.

Each member of the Operational Group must be prepared to respond to a disaster situation in an orderly, precise manner. As a situation develops prior to the activation of the EOC, the DES will constantly update the EOC Command Staff and Section Chiefs. The Operational Group is responsible for managing tactical operations directed toward reducing the immediate hazard, saving lives and property, establishing situation control, and restoring normal conditions. Because of its functional unit management structure, the ICS is applicable across a spectrum of incidents differing in size, scope, and complexity. Numerous County agencies are included in the Operational Group such as fire, law enforcement, public health, public works, and emergency services, and they work together as a unit or in combinations depending on the situation. Many incidents may involve private individuals, companies, or nongovernmental organizations, some of which may be fully trained and qualified to participate as partners in the operational section.

Lead Agencies

As required by 9G-6.0023 Florida Administrative Code (F.A.C.), the CEMP assigns lead and support responsibilities for agencies and personnel that coordinate with the ESFs outlined in the State CEMP Plan. The lead agencies are designated because they either have a statutory responsibility to perform that function, or through its programmatic or regulatory responsibilities, the agency may have developed the necessary expertise to lead the group or unit. In some agencies, a portion of the agency's mission is very similar to the mission of the group/unit; therefore, the skills to respond in a disaster can be immediately translated from the daily business of that agency.

Table 8 (following page) lists primary and supporting responsibilities of each partner organization.

Table 8. Lead Agency Matrix

	Command Section	Public Information Officer	Safety Officer	Liaison Officer	Operations Section	Law Enforcement Group	Firefighting Group	Hazardous Materials Group	Search and Rescue Group	Health and Medical Group	Mass Care Group	Food and Water Group	Animal Protection Group	Public Works Group	Utilities Group	Transportation Group	Planning Section	Resources Unit	Situation Unit	Damage Assessment Unit	GIS Unit	Logistics Section	Communications Unit	Donations Unit	Procurement Unit	Administration/Finance Section	Cost Unit	TCC Unit	Executive Section	County Division	Municipal Division
American Red Cross, Central Panhandle Chapter		S							S	P	P											S									
Bay Coordinated Transportation																S															
Bay County Agricultural Extension													S																		
Bay County Administration																									S					S	
Bay County Animal Services													P																		
Bay County Board of County Commissioners																									S				P	P	
Bay County Communications Division	S			S																		P									
Bay County Department of Emergency Services	P	P		P	P				S	S						S	S	P	P	S	S	P			P					S	
Bay County Department of Management Services																										P	P				
Bay County Engineering Department														S						S											
Bay County Facilities Management Department																				S											
Bay County Fairgrounds											S																				
Bay County Fire Services Division	S		P				P	P	P																						
Bay County Human Resources Department																									S			P			
Bay County IT & GIS Department																	S					P									
Bay County Medical Examiner's Office										S	S																				
Bay County Medical Reserve Corps										S																					
Bay County Public Health Unit									P	S	S																				
Bay County Public Utilities Department														S	P																
Bay County Public Works Department								S						P			P			P	S				S						

BAY COUNTY, FLORIDA
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

	Command Section	Public Information Officer	Safety Officer	Liaison Officer	Operations Section	Law Enforcement Group	Firefighting Group	Hazardous Materials Group	Search and Rescue Group	Health and Medical Group	Mass Care Group	Food and Water Group	Animal Protection Group	Public Works Group	Utilities Group	Transportation Group	Planning Section	Resources Unit	Situation Unit	Damage Assessment Unit	GIS Unit	Logistics Section	Communications Unit	Donations Unit	Procurement Unit	Administration/Finance Section	Cost Unit	TCC Unit	Executive Section	County Division	Municipal Division
Bay County Purchasing Department																								P							
Bay County Risk Management Division																				S								S			
Bay County School Board										S						P					S										
Bay Medical Center										S	S																				
Bay Town Trolley																S															
Bell South															S								S								
Callaway Fire Department							S																								
City of Callaway																														S	
City of Lynn Haven																														S	
City of Mexico Beach																														S	
City of Panama City																														S	
City of Panama City Beach																														S	
City of Parker																														S	
City of Springfield																														S	
Florida Department of Agriculture										S			S																		
Florida Department of Children & Families										S	S																				
Florida Department of Forestry							S																								
Florida Department of Health										S																					
Florida Department of Law Enforcement						S																									
Florida Department of Transportation																S															
Florida Division of Emergency Management - SERT Liaison	S			S																											

BAY COUNTY, FLORIDA
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

	Command Section	Public Information Officer	Safety Officer	Liaison Officer	Operations Section	Law Enforcement Group	Firefighting Group	Hazardous Materials Group	Search and Rescue Group	Health and Medical Group	Mass Care Group	Food and Water Group	Animal Protection Group	Public Works Group	Utilities Group	Transportation Group	Planning Section	Resources Unit	Situation Unit	Damage Assessment Unit	GIS Unit	Logistics Section	Communications Unit	Donations Unit	Procurement Unit	Administration/Finance Section	Cost Unit	TCC Unit	Executive Section	County Division	Municipal Division
Florida Fish & Wildlife Commission													S																		
Florida Highway Patrol						S																									
FloridaOne Disaster Medial Assistance Team										S																					
Florida National Guard - West Area Command	S			S		S																									
Florida Power															S																
Gulf Coast Electric Cooperative															S																
Gulf Coast Hospital										S	S																				
Gulf Power															S																
Houston County Convention Center											S																				
Lynn Haven Animal Control													S																		
Lynn Haven Fire Department							S																								
Lynn Haven Police Department						S																									
Mexico Beach Department of Public Safety						S	S																								
Airport																S															
Northwest Florida Community Emergency Response Team (CERT)							S		S											S											
Panama City Beach Fire Department							S																								
Panama City Beach Police Department						S																									
Panama City Fire Department							S		S																						
Panama City Police Department						S																									
Parker Police Department						S																									
Parker Fire Department							S																								
Port of Panama City																S															

BAY COUNTY, FLORIDA
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

	Command Section	Public Information Officer	Safety Officer	Liaison Officer	Operations Section	Law Enforcement Group	Firefighting Group	Hazardous Materials Group	Search and Rescue Group	Health and Medical Group	Mass Care Group	Food and Water Group	Animal Protection Group	Public Works Group	Utilities Group	Transportation Group	Planning Section	Resources Unit	Situation Unit	Damage Assessment Unit	GIS Unit	Logistics Section	Communications Unit	Donations Unit	Procurement Unit	Administration/Finance Section	Cost Unit	TCC Unit	Executive Section	County Division	Municipal Division
Radio Amateur Civil Emergency Service																						S									
Springfield Fire Department							S																								
Springfield Police Department						S																									
The Salvation Army										S	S	S																			
United Way of Northwest Florida											S	S																			
US Coast Guard				S																											
Volunteer Organizations Active in Disasters (VOAD)											S	S											P								

The lead agency has the responsibility of coordinating all participating agencies to ensure that missions are accomplished and resource utilization is maximized. The lead agencies report to their respective branch or section leader. All lead agency staff must fulfill both administrative responsibilities and operational responsibilities to ensure proper coordination among all participating agencies. The operational responsibilities of each lead and participating agency are outlined in the ICS-ESF Interface.

Administrative responsibilities for lead agency staff include the following:

Staffing the EOC upon activation and ensure appropriate staff coverage (up to and including 24-hour) based on the level of activation.

- Maintain a roster of all participating agency contact persons, make necessary notifications, activate participating agencies as necessary, and maintain ongoing communications to support mission assignments.
- Maintain a listing of all available resources.
- Develop, maintain, and review participating agency ISPs/SOGs to allow for the efficient and effective implementation of the group/unit mission.
- Prioritize missions based on life safety and protection of property and in accordance with the IAP.
- Once local resource capabilities have been exhausted, coordinate mutual aid and private vendor resource request procedure. Documentation shall be maintained for operational accountability and for purposes of financial reimbursement.
- Coordinate for the provision of all mutual aid resources to requesting parties outside of the County in accordance with appropriate resource request procedures and based on available assets.
- Documentation shall be maintained for operational accountability and for purposes of financial reimbursement.
- Train all staff responsible for implementing the plan, including participating agency staff, on ISPs/SOGs.

Participating Role or Agency

A participating agency has the following responsibilities:

- Provide appropriate personnel, equipment, facilities, technical assistance and other support as required, in order to assist the lead agency in accomplishing the goals, objectives and missions assigned;
- Provide technical and subject-matter expertise, data, advice, and staff support for operations that fall within the domain of the respective agency;
- Assist the lead agency in staffing the EOC, as needed;
- Maintain and review applicable ISPs/SOGs to allow for the efficient and effective implementation of the group/unit mission(s); and
- Train all agency staff responsible for implementing the plan, ISPs and SOGs.

EOC Functional Groups/Units

As depicted in the EOC Organizational Chart, **Figure 34**, the EOC is a compilation of various relevant Bay County departments, Municipalities, State and Federal partners, private not for profit organizations, and other entities collaborating to prepare for, respond to, and recover from, a disaster situation. The EOC is somewhat a misnomer; it is actually more of a 'multi-agency coordination center' [with jurisdictional authority] than an 'operations center' since it has limited capability for actual operations. Each responding agency has its own agency or departmental operational center that is off-site. The individual(s) that is present at the EOC is actually the liaison to the agency or departmental operational or command center. As missions or assignments are generated from the EOC, they are passed to the agency or departmental operations or command center to be implemented. Likewise, few, if any field units communicate directly with the EOC, rather they communicate with their agency or departmental operational or command center. The following section briefly outlines the major roles and responsibilities of the functional groups/units of the EOC. A more detailed description can be found in the ICS-ESF Interface.

Command Section Overview

The section is made up of the Incident Commander (IC) (Chief of Emergency Services or designee), Military Assistance Representatives (MAR), Safety Officer (SO), Liaison Officer (LNO), and Public Information Officer (PIO), as necessary. The IC provides overall management of the disaster or emergency situation. Key staff from the DES and other functional areas, as appropriate, will serve as Command Staff.

Responsibilities:

- Develop and implement action plans
- Control/coordinate operations
- Manage resource utilization and logistics
- Evaluate operations and exercises

Public Information Officer

The PIO plans for, coordinates, provides and disseminates information to the general public during all phases of disaster operations. The PIO is responsible for interfacing with the public and media and/or with other agencies with incident-related information requirements. The PIO develops accurate and complete information on the incident's cause, size, and current situation; resources committed; and other matters of general interest for both internal and external consumption. The PIO may also perform a key public information monitoring role. Whether the command structure is single or unified, only one incident PIO is designated. Assistants may be assigned from other agencies or departments involved. The IC or designee must approve the release of all incident-related information.

Lead Agency: Bay County Emergency Services Department

Participating Agencies: ARC, Central Panhandle Chapter

BAY COUNTY, FLORIDA
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Local radio stations
Local television stations
Other Agency/Department Public Information Officers

Liaison Officer

- The LNO is the point of contact for representatives of other State, Federal, and Municipal governmental agencies; nongovernmental organizations; and/or private entities. The LNO, or designee, will serve as Bay County's liaison to the federal Joint Field Office (JFO), if established during recovery. Representatives from assisting or cooperating agencies and organizations will coordinate through the LNO. Agency and/or organizational representatives assigned to an incident must have the authority to speak for their parent agencies and/or organizations on all matters, following appropriate consultations with their agency leadership. Assistants and personnel from other agencies or organizations (public or private) involved in incident management activities may be assigned to the LNO to facilitate coordination.

Lead Agency: Bay County Department of Emergency Services

Participating Agencies: Bay County Department of Emergency Services – Communications Division
State Emergency Response Team (SERT) Liaison
Military Assistance Representatives

Military Assistance Representatives

The MAR coordinate US military actions taken to assure the provision of required military support to local response and recovery efforts following a disaster. Local military support planning will be directed toward satisfying the requirements of local government entities needing military resources to support response and recovery efforts and coordinating both obtaining and deploying mutual aid military resources.

Safety Officer

The SO monitors incident operations and advises Incident Command on all matters relating to operational safety, including the health and safety of emergency responder personnel. The Safety Officer has emergency authority to stop and/or prevent unsafe acts during incidents operations. The SO, Operations Section Chief, and Planning Section Chief must coordinate closely regarding operational safety and emergency responder health and safety issues.

Lead Agency: Bay County Fire Services Division

Operations Section Overview

BAY COUNTY, FLORIDA
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

The Operations Section is responsible for management of all tactical operations with regard to disaster/emergency functional area activities. The Deputy Chief of Emergency Services functions as the Operations Section Chief. In order to maintain effective span of control the Operations Section is organized into the following three branches:

- Emergency Services Branch, which contains the following five groups:
 - Law Enforcement Group
 - Firefighting Group
 - HazMat Group
 - Search and Rescue Group
 - Health and Medical Group
- Human Services Branch, which contains the following three groups:
 - Mass Care Group
 - Food and Water Group
 - Animal Protection Group
- Infrastructure Branch, which contains the following three groups:
 - Public Works Group
 - Utilities Group
 - Transportation Group

Responsibilities:

- Direct and control all tactical operations.
- Assist with the development of strategic goals and tactical objectives.
- Develop and implement operational plans.
- Ensure effective and efficient resource ordering and utilization.
- Supervise staging areas.

Law Enforcement Group

The Law Enforcement Group commands, controls and coordinates law enforcement personnel and equipment deployed to support local law enforcement response and recovery operations. The Bay County Sheriff's Office shall serve as the lead agency for the Law Enforcement Branch and is responsible for linking the EOC to law enforcement agencies (state and federal). The Bay County Sheriff's Office will complete and maintain status reports for major incidents, implement the objectives of the Incident Action Plan assigned to the Law Enforcement Group and assist and serve as an advisor to the Operations Section Chief, as required.

Lead Agency: Bay County Sheriff's Office

Participating Agencies: Bay County Medical Examiner's Office

BAY COUNTY, FLORIDA
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

Florida Department of Law Enforcement
Florida Highway Patrol
Florida National Guard, West Area Command
Lynn Haven Police Department
Mexico Beach Department of Public Services
Panama City Beach Police Department
Panama City Police Department
Parker Police Department
Springfield Police Department

Firefighting Group

The Bay County Fire Services Division is the lead agency for the Firefighting Group and shall coordinate all fire suppression operations within the boundaries of Bay County and assist neighboring communities if called upon. This group is responsible for detecting and suppressing wildland, rural and urban fires resulting from or occurring coincidentally with major and catastrophic disasters. The Bay County Fire Services Division will complete and maintain status reports for major incidents, implement the objectives of the EOC Incident Action Plan assigned to the Firefighting Group and assist and serve as an advisor to the Operations Section Chief, as required.

Lead Agency: Bay County Fire Services Division

Participating Agencies: Bay County CERT

Callaway Fire Department
Florida Department of Forestry
Lynn Haven Fire Department
Mexico Beach Department of Public Safety
Panama City Fire Department
Panama City Beach Fire Department
Parker Fire Department
Springfield Fire Department
Bay County Sheriff's Office 100 Volunteer Posse
Red Cross Emergency Shelter Volunteer Program

Hazardous Materials Group

The Bay County Fire Services Division is the lead agency for the Hazardous Materials Group and shall provide support to local government in response to an actual or potential discharge and/or release of hazardous materials. The Bay County Fire Services Division will complete and maintain status reports for major incidents, implement the objectives of the EOC Incident Action Plan assigned to the Hazardous Materials Group and implement the **HAZMAT Response Plan** if incident involves a chemical release.

BAY COUNTY, FLORIDA
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

Lead Agency: Bay County Fire Services Division

Participating Agencies: Bay County Sheriff's Office

U.S. Coast Guard

Search and Rescue Group

The Search and Rescue Group is responsible for locating, extricating and providing for the immediate medical treatment of victims trapped in collapsed structures, at high elevations or in confined spaces. The Bay County Fire Services Division is the lead agency for the Search and Rescue Group. The Bay County Fire Services Division will coordinate local and state mutual aid USAR assistance, purchase or contract for additional USAR personnel and equipment required to support response and recovery efforts, complete and maintain status reports, and implement the objectives of the EOC I assigned to the Search and Rescue Group.

Lead Agency: Bay County Fire Services Division

Participating Agencies: Bay County Sheriff's Office

Bay County CERT

City of Panama City Fire Department

Health and Medical Group

The Health and Medical Group will coordinate all human health and medical resources deployed to support local and regional public health and medical care needs during emergency response and recovery operations. The Bay County Public Health Unit shall serve as the lead agency for the Health and Medical Group. Coordination includes management of all public, private and non-governmental (NGO) relief agency resources deployed to prevent or control emergency public health problems. This support is categorized into the following areas:

- Assessment of health/medical needs
- Health surveillance
- Medical care personnel
- Health/medical equipment and supplies
- Patient evacuation
- In-hospital care
- Food/drug/medical device safety
- Mental health
- Public health information
- Vector control
- Victim identification/mortuary services
- Animal control

BAY COUNTY, FLORIDA
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

Lead Agency: Bay County Public Health Unit

Participating Agencies: Bay County Emergency Services Department

ARC, Central Panhandle Chapter
The Salvation Army
Bay County Medical Examiner's Office
Bay Medical Center
Florida Department of Agriculture
Florida Department of Children & Families
Florida Department of Health
Gulf Coast Hospital
FloridaOne Disaster Medical Assistance Team
Bay County Medical Reserve Corps
Bay District Schools

Mass Care Group

The Mass Care Group will coordinate all activities involved with provision of temporary shelters, mass feeding, bulk distribution of coordinated relief supplies for victims of disaster and disaster welfare information. This group is also responsible for establishing and operating a Disaster Welfare Information system to collect, receive and report information about the status of victims and assist with family reunification.

Lead Agency: ARC, Central Panhandle Chapter

Participating Agencies: Bay County Department of Emergency Services

Bay District Schools (BDS)
Bay County Health Department (BCHD)
Bay Medical Center (BMC)
Bay County Fairgrounds
Bay County Medical Examiner (ME)
Florida Department of Children and Families (DCF)
HCA Gulf Coast Medical Center
HealthSouth Hospital
United Way of Northwest Florida
VOAD
The Salvation Army

Food and Water Group

The Food and Water Group is responsible for identifying, securing, arranging, and coordinating the transportation of food and water assistance to affected areas following a major disaster requiring a County response. Specific activities include:

Obtaining appropriate food supplies

Arranging for transportation of those food supplies by the ARC or The Salvation Army to County-designated Points of Distribution (POD's) within the affected area(s)

Coordinating emergency food stamp assistance with the State of Florida

Lead Agency: ARC Central Panhandle Chapter

Participating Agencies: Bay County Sheriff's Office (Security)

The Salvation Army

United Way of Northwest Florida

VOAD

Animal Protection Group

The Bay County Animal Services Division is the lead agency for the Animal Protection Group, which is responsible for coordinating and managing public, private and NOG relief agency resources deployed to prevent or control emergency animal health, medical and safety problems. This support is categorized into the following areas:

- Assessment of animal health/medical needs
- Animal health surveillance
- Veterinary care personnel
- Animal health/medical equipment and supplies
- Animal evacuation/post-disaster kenneling
- Veterinary care
- Animal food, drug and medical safety
- Animal health information
- Animal identification and mortuary services

Lead Agency: Bay County Animal Services Division

Participating Agencies: Bay County Agricultural Extension

Florida Department of Agriculture

Florida Fish and Wildlife Commission

Lynn Haven Animal Control

Public Works Group

The Public Works Group supports County agencies and Municipalities in response/recovery operations, including providing support to various operational units such as fire and law enforcement, by assuring route recovery and debris removal. Additionally, the Public Works Group will complete and maintain status reports for major issues or incidents and implement the objectives of the EOC Incident Action Plan assigned to it.

Lead Agency: Bay County Public Works Department

Roads Task Force

The Roads Task Force is responsible for assessing the condition of all roads and bridges after an incident to determine their ability to convey design transportation loads. The Roads Task Force will also coordinate temporary repair of damaged streets, roads and bridges as well as construction of emergency access routes to critical facilities such as ports, waterways, airfields, and any other facilities necessary for passage of response personnel.

Lead Agency: Bay County Public Works Department – Roads & Bridges Division

Debris Management Task Force

The Debris Management Task Force coordinates the clearing, removal and disposal of disaster-related debris in support of local response and recovery efforts. Debris clearing and disposal will primarily be accomplished using County resources while debris removal will be completed using mostly private resources. Debris management planning will be directed toward satisfying the requirements of local government entities needing debris management resources to support response and recovery efforts and coordinating both obtaining and deploying mutual aid debris management resources.

Lead Agency: Bay County Public Works Department

Utilities Group

The Utilities Group plans for and coordinates necessary actions to facilitate the restoration of energy, potable water, and sewer systems following a disaster. Bay County Utilities is the lead agency for the Utilities Group and is responsible for coordinating all utility restoration-related activities, tracking the restoration of said utilities, ensuring support for field operations, including effective coordination with other response elements, pro-active exchange of information and coordination of external resource support. Additionally, the Utilities Group will complete and maintain status reports for major issues or incidents and implement the objectives of the EOC Incident Action Plan (IAP) assigned to the Utilities Group.

BAY COUNTY, FLORIDA
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

Lead Agency: Bay County Utilities

Participating Agencies: AT&T

Florida Power
Gulf Coast Electric Cooperative
Gulf Power

Transportation Group

The Transportation Group provides overall coordination of local transportation support to Local governmental entities, voluntary organizations, and other agencies requiring transportation capacity to perform disaster assistance missions. Other responsibilities include:

- Providing transportation capacity to citizens with special medical and transportation needs.
- Prioritizing and/or allocating local transportation resources.
- Processing all resource requests for local and mutual aid transportation resources.
- Coordinating with all State and Federal counterparts.

Lead Agency: Bay District Schools

Participating Agencies: Bay Coordinated Transportation

Florida Department of Transportation
Bay County Emergency Services Department
Bay Town Trolley
Airport
Port of Panama City

Planning Section Overview

The Planning Section's primary responsibility is to collect, analyze, verify, display and disseminate incident information. This includes impact information, response activities, details regarding the field operating environment and the status of available resources. This section functions as the primary support for response decision-making to the overall emergency organization, including preparing situation briefings, map displays, anticipatory appraisals and plans necessary to cope with changing field events. During the incident response, the Planning Section Chief provides situational advice to help guide operational decision-making. This Section is also responsible for facilitating the incident action planning process and the development of the EOC Incident Action Plan (IAP), Recovery Plans, and the After-Action Report (AAR).

The Planning Section ensures that safety/damage assessment information is compiled, assembled and reported in an expeditious manner. The DES functions as the Planning Section Chief. In order to maintain effective span of control the Planning Section is organized into the following four units:

- Resources Unit

- Situation Unit
- Damage Assessment Unit
- Geographic Information Systems Unit

There are also a variety of technical specialists that support the Planning Section.

- Responsibilities:
 - Assist in the establishment of incident objectives.
 - Assist with identification of resources (both personnel and equipment) needed to support incident objectives.
 - Prepare the Incident Action Plan (IAP).
 - Oversee damage assessment, engineering, public works and debris removal activities.

Resources Unit

The Resources Unit is responsible for maintaining the status of all resources (lead and participating) assigned by the EOC for the disaster or incident. This is achieved by proactive collaboration with the Operations and Logistics Sections. In addition to maintaining a status-keeping system, the Resources Unit will maintain a master list of all resources assigned to the incident and track these resources. The Bay County Emergency Management Planner will serve as the Resources Unit Leader (EOC Message Officer), and he will ensure that all resource requests are entered into and tracked via the EM 2000 software.

Lead Entity: Bay County Department of Emergency Services

Situation Unit

The Situation Unit collects, processes, and organizes ongoing situation information, prepares situation summaries, and develops projections and forecasts of future events related to the incident. The Situation Unit disseminates information and intelligence for use in the IAP. This unit may also require the expertise of technical specialists and operations and information security specialists.

Lead Entity: Bay County Department of Emergency Services

Damage Assessment Unit

The Damage Assessment Unit is responsible for coordinating damage assessment-related activities for County structures and infrastructure; completing a Countywide damage assessment including building safety inspections and demolitions, coordinating with other response elements, and pro-active exchanging damage information with incident command and other sections, as necessary.

Lead Agency: Bay County Public Works Department

Participating Agencies: Bay County Facilities Maintenance

BAY COUNTY, FLORIDA
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Bay County Emergency Services Department
Bay County Engineering Services
Bay County Risk Management Department

Geographic Information Systems (GIS) Unit

The GIS Unit supports the operations of the EOC by creating, maintaining maps and photographs using Bay County's GIS system and other mapping/photographic systems. The GIS Unit catalogs all products so that they are easily retrievable. Finally, the GIS Unit establishes procedures for prioritizing mapping requests.

Lead Agency: Bay County IT & GIS Division

Participating Agencies: Bay County Emergency Services Department

Bay County Sheriff's Office
Bay County School Board
Bay County Utilities

Technical Specialists – Engineering

The Engineering Department supports the operations of the EOC by soliciting technical advice and evaluations and providing engineering and construction management services in the case that specialized response and recovery activities (i.e., environmental mitigation/clean-up, structural demolition plans, etc.) are required within the County. The Bay County Public Works Department is the lead agency for the Engineering Unit.

Logistics Section Overview

The Logistics Section is responsible for the identification and assignment of available resources to emergency operations. Examples include providing facilities, services and resources (personnel and/or equipment). The Emergency Management Planner in the DES will function as the Logistics Section Chief. In order to maintain effective span of control the Logistics Section is organized into the Support Branch and the Services Branch.

- Support Branch – provides all services for emergency responder needs. The following unit falls under the Support Branch:
 - Communications Unit
- Services Branch – provides personnel and equipment resources to meet incident objectives. Resource requests, control (i.e., assignment and tracking), and disposition are managed by this group. The following units fall under the Services Branch:
 - Donations Unit

○ Procurement Unit

The Logistics Section is responsible for the following:

- Collect and process essential resource information from County and municipal agencies and other supporting entities.
- Disseminate resource information internally via EOC message forms.
- Provide resource information as needed for reports, displays and plans.
- Process resource requests.
- Identify potential sources of resources, including vendors, partner agencies and other jurisdictions through mutual aid;
- Procure, track and arrange for the delivery of materials and/or equipment required to support the response;
- Coordinate the acquisition of supplementary staff through use of temporary staff agencies, community volunteers, mutual aid agreements or other available sources;
- Coordinate the screening acceptance and handling of donated materials and services;
- Coordinate logistical support services for the EOC

Communications Unit

The Communications Unit will provide communications to support local response and recovery operations before, during, and immediately following the impact of a minor, major or catastrophic disaster. The DES Communications Division is the lead agency for the Communication Group.

Lead Agency: Bay County Emergency Services - Communication Division

Participating Agencies: AT&T

Panama City Dispatch
Panama City Beach Dispatch
Lynn Haven Dispatch
Mexico Beach Dispatch
Parker Dispatch
Springfield Dispatch
Emergency Medical Service
Amateur Radio Civil Emergency Service
Verizon
Motorola
U.S. Cellular
Sprint

Donations Unit

The Donations Unit will expedite the delivery of voluntary goods and services identified by the County Volunteer Organizations Active in Disasters (VOAD) to support the relief efforts within the County. The Donations Unit will be responsible for the management, receipt, tracking, storage, and distribution of solicited and unsolicited donated goods. Additionally, the Donations Unit will coordinate the use of volunteers for response and recovery efforts.

Lead Agency: VOAD

Procurement Unit

The Procurement Unit is responsible for providing logistical and resource support to local government(s) during the immediate response and recovery phases of a disaster incident, including management of mutual aid and contract resources. The Procurement Unit is designated to coordinate all local and mutual aid requests, including contracting for transportation of resources into the affected area if transportation is not provided by the vendor supplying the resources.

The Procurement Unit also administers all financial matters pertaining to vendor contracts. The Procurement Unit coordinates with local jurisdictions to identify sources for equipment, goods and supplies; prepares and signs purchase/equipment rental agreements; and processes all administrative requirements associated with equipment rental and supply contracts.

Lead Agency: Bay County Purchasing Department

Participating Agencies: Callaway Purchasing Department

Lynn Haven Purchasing Department
Mexico Beach Purchasing Department
Panama City Purchasing Department
Panama City Beach Purchasing Department
Parker Purchasing Department
Springfield Purchasing Department
Bay County Department of Emergency Services

Finance/Administration Section Overview

The Finance/Administration Section has two (2) major responsibilities:

- Tracking all disaster-related response and recovery costs.
- Evaluating the overall financial impact of emergencies and disasters on local government.

The Bay County Department of Management & Budget is the lead agency for the Finance/Administration Section, and there are two (2) units within the section: Cost Time Unit and Compensation/Claims Unit.

Cost Unit

The Cost Unit is primarily responsible for cost accounting and financial management associated with any emergency and/or disaster response. This unit must ensure that equipment and personnel for which payment is required are properly identified, obtain and record all cost data, and analyze and prepare estimates of incident costs. The Cost Unit also provides input on cost estimates for resource use to the Planning Section. The Cost Unit must maintain accurate information on the actual costs of all assigned resources. This unit is also charged with preparing all County applications and supporting documentation for FEMA public assistance, if appropriate.

Lead Agency: Bay County Division of Emergency Management

Time/Compensation/Claims (TCC) Unit

The TCC Unit ensures proper daily recording of personnel time, in accordance with the policies of the relevant agencies, and ensures that all forms required by workers' compensation programs and local agencies are completed. The TCC Unit also maintains files on injuries and illnesses associated with the incident. The TCC Unit maintains logs on the claims, obtains written witness statements, and documents investigations and agency follow-up requirements.

Lead Agency: Bay County Human Resources Department

Participating Agencies: Bay County Department of Risk Management

Response

The response phase is entered upon deployment of response personnel and/or formal activation of the EOC. Bay County's initial response activities are primarily structured to provide emergency assistance to victims of the incident and reduce the likelihood of secondary damage (i.e., life safety and property preservation). Examples of initial response activities undertaken by the EOC include:

- Disseminating warnings, emergency public information and instructions to the residents of and visitors to Bay County;
- Making all necessary notifications, including Bay County departments and personnel and to Municipal, State and Federal agencies, as needed;
- Documenting situation status;
- Declaring a state of local emergency;
- Coordinating evacuations and/or rescue operations;
- Coordinating the care of displaced persons and treating the injured;
- Clearing priority transportation routes;
- Repairing critical facilities and structures;
- Conducting initial damage assessments and surveys;
- Assessing the need for mutual aid assistance;

- Coordinating the restriction of traffic/people movement and unnecessary access to affected areas; and
- Developing and implementing action plans.

As response activities continue, the EOC's activities involve the coordination and management of personnel and resources to further mitigate the disaster/emergency and facilitate the transition to recovery operations through:

- Preparing detailed damage assessments;
- Coordinating the operation of mass care facilities;
- Coordinating mass fatality operations;
- Procuring required resources to sustain operations;
- Protecting, controlling and allocating vital resources;
- Coordinating restoration of vital utility services;
- Tracking resource allocation;
- Conducting advance planning activities;
- Documenting expenditures;
- Developing and implementing action plans for extended operations;
- Disseminating emergency public information;
- Coordinating with national, State and Local volunteer agencies; and
- Recovery planning.

Notification and Warning

Once the decision has been reached to activate the EOC, the County Warning Point (CWP) will notify EOC representatives by using the telephone recall system or automated Bay County Emergency Notification System. Once notified, EOC personnel will immediately respond to the EOC. DES personnel/designated EOC representatives are expected to report directly to the EOC without notification if they become aware of a significant incident that may have impacted Bay County and they cannot reach the County Warning Point after trying for more than 15 minutes.

The EOC is expected to be staffed and operational within two (2) hours of the activation determination/notification (please see ICC Floor Plan for seating layout).

Issuance of Executive Orders and Proclamations

The Chairman of the BOCC shall, by proclamation, declare a local state of emergency, which shall activate Bay County's CEMP and place into operation the EOC. It will be the authority for the deployment and use of any resources to which the plan applies and for use or distribution of any supplies, equipment, materials or facilities available pursuant to Chapter 15 of the County Ordinance Code and any other provisions of County ordinances and regulations relating to disaster emergencies.

The Planning Process

It was recognized early in the development of ICS that the critical task of adequate planning was often overlooked. The results were poor resource use, inappropriate tactics and strategies, safety problems, higher costs, and lower effectiveness. As such, the Bay County EOC utilizes the incident planning process of the ICS to provide a systematic means for all agencies involved in the response to have their objectives recognized and incorporated into the overall incident plan. In addition, this process allows everyone to know the plan and their role in it. The result of this planning process is typically the written Incident Action Plan (IAP). The benefits of this written plan are undeniable when the size and complexity of the response require the participation of many responders and multiple agencies. Incident action planning is essential for a successful response to expanding incidents.

Operational periods

An important concept in regard to this planning process is the operational period. All ICS planning is designed around identifying accomplishments expected over a set period of time called the operational period. The specific length of time of the operational period varies based on a variety of factors. The Chief of the Bay County DES will determine the length of the operational period with input from operations staff. Typically, operational periods for the Bay County EOC are 0700-1900 and 1900 to 0700 daily. In some cases, the operational period length may change from day to day based on operational and incident needs.

Roles and responsibilities in the Planning Process

Many individuals play a key role in the planning process and the success of a response. While specific roles and responsibilities of staff and the entire process are outlined in the ICS-ESF Interface, the roles of key individuals are briefly outlined in **Figure 35 and Table 9**.

Figure 35. ICS Planning Roles

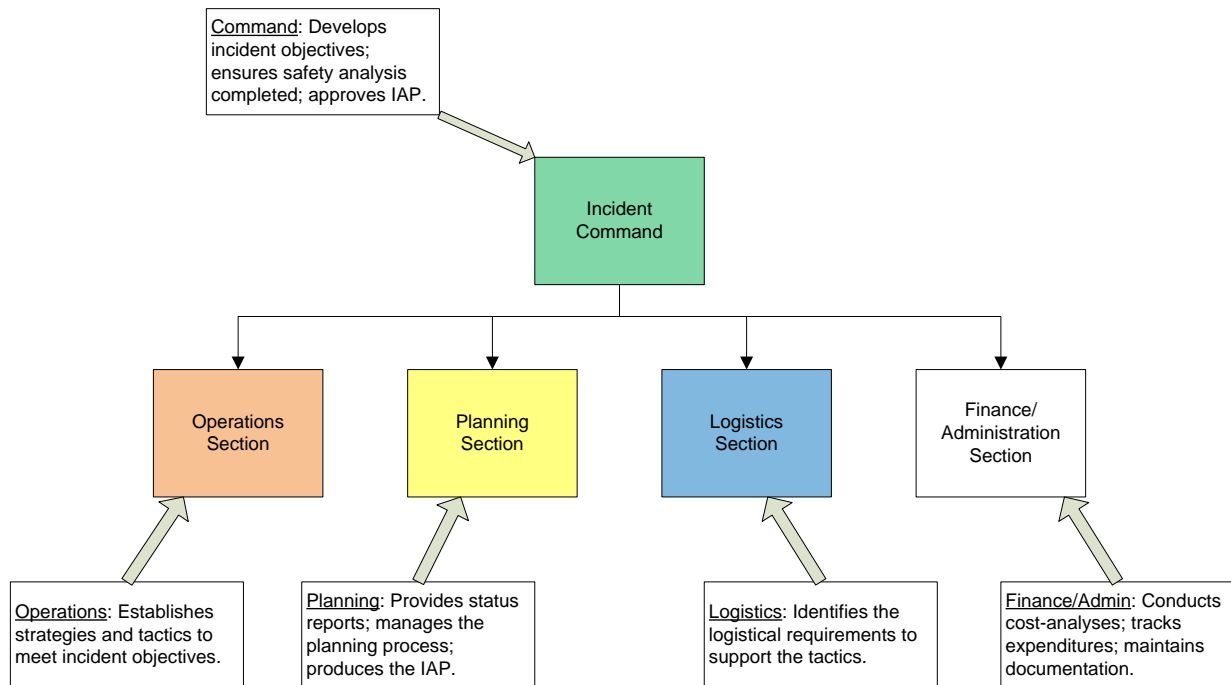


Table 9. Planning Roles and Responsibilities.

Incident Commander	<p>Provides overall incident objectives and strategy.</p> <p>Establishes procedures for incident resources ordering.</p> <p>Establishes procedures for resource activation, mobilization and employment.</p> <p>Approves completed IAP by signature.</p> <p>With Safety Officer:</p> <p>Reviews hazards associated with the incident and proposed tactical assignments. Assists in developing safe tactics.</p> <p>Develops safety message(s).</p>
Operations Section Chief	<p>Assists in developing strategies.</p> <p>Determines tactics to achieve command objectives.</p> <p>Determines work assignments and resource requirements.</p>
Planning Section Chief	<p>Conducts the Planning Meeting.</p> <p>Coordinates preparation and documentation of the Incident Action Plan.</p>
Logistics Section Chief	<p>Ensures that resource ordering procedures are communicated to appropriate agency ordering point.</p> <p>Develops a transportation system to support operational needs.</p> <p>Ensures that the Logistics Section can support the IAP.</p> <p>Completes assigned portions of the written IAP.</p> <p>Places order(s) for resources.</p>
Finance/Administration Section Chief	<p>Provides cost implications of incident objectives, as required.</p> <p>Ensures that the IAP is within the financial limits established by the Incident Commander.</p> <p>Evaluates facilities, transportation assets, and other contracted services to determine if any special contract arrangements are needed.</p>

Planning Cycle

The cyclical planning process is designed to take the overall incident objectives and break them down into tactical assignments for each operational period. Planning for each operational period begins with

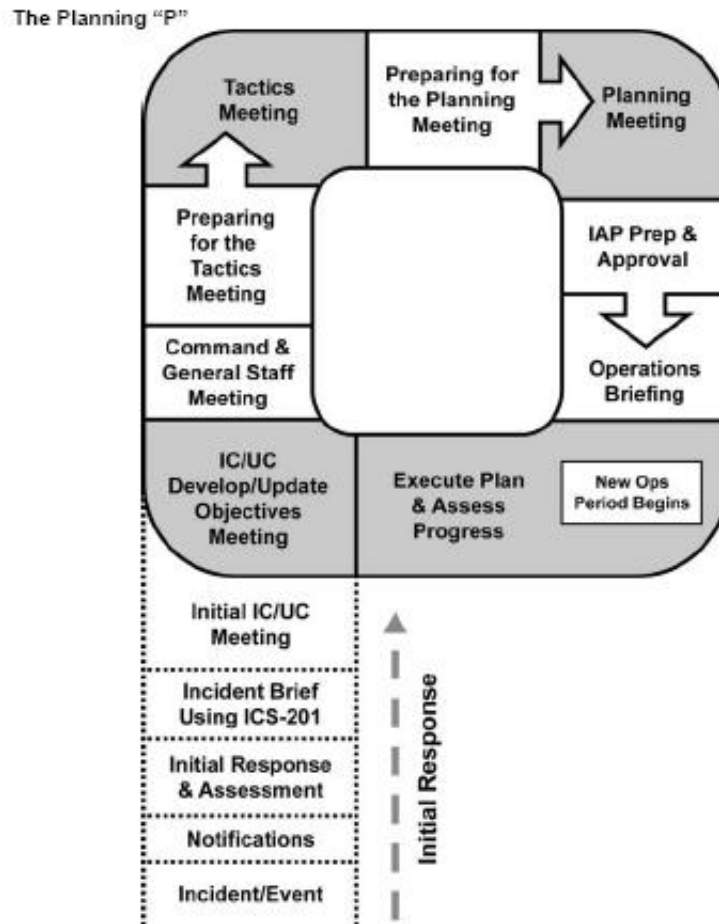
Incident Command setting objectives. The objectives are set based on the continued assessment of the situation and the progress made. The Planning “P” best illustrates the incident planning process.

The leg of the “P” describes the initial response period: Once the incident/threat begins, the steps are Notification, Initial Response & Assessment, Incident Briefing (ICS 201), and Initial Incident Command (IC)/Unified Command (UC) Meeting.

At the top of the “P” is the beginning of the first operational planning period cycle. In this circular sequence, the steps are IC/UC Sets Objectives, Tactics Meeting, preparing for the Planning Meeting, Planning Meeting, IAP Prep & Approval, and Operations Briefing.

At this point a new operations period begins. The next step is Execute Plan & Assess Progress, after which the cycle begins anew with IC/UC Sets Objectives, etc.

Figure 36. The Planning “P”



Tactics Meeting

Prior to the Planning Meeting, the Operations Section Chief will hold a tactics meeting to review the tactics developed by the Operations Section. The Operations Section Chief leads the meeting, and the Safety Officer, Planning Section Chief, Logistics Section Chief, and Resource Management Unit Leader will participate in the tactics meeting. The objectives for the tactics meeting include:

- Generating appropriate strategies to meet the incident objectives. Strategies should make good sense, be cost-effective, and meet political considerations.
- Determining how the selected strategies will be accomplished in order to achieve the incident objectives.
- Assigning resources to implement the tactics.
- Identifying methods for monitoring tactics and resources to determine if adjustments (e.g., different tactics, different resources, or new strategy) are required.

The Planning Meeting

The planning meeting provides the opportunity for the command staff, as well as other incident management personnel, agency officials, and cooperating/assisting agencies and organizations, to review and validate the operational plan as proposed by the Operations Section Chief. The Planning Chief leads the meeting following a fixed agenda (see below) to ensure that the meeting is efficient while allowing each organizational element represented to assess and acknowledge the plan. The Operations Section Chief delineates the amount and type of resources needed to accomplish the plan. The Planning Section will confirm that the Logistics Section has the information needed to fulfill the resource needs. At the conclusion of the meeting, the Planning Section Chief indicates when all elements of the plan and support documents must be submitted so the plan can be collated, duplicated, and made ready for the operational period briefing.

Planning Meeting Agenda

The **Planning Section Chief** gives the situation and resources briefing and facilitates the planning meeting. The **Incident Commander** determines the incident objectives and applicable policy issues, with the members of the IC Team.

The **Operations Section Chief** states the primary and alternative strategies to meet the objectives, with contributions from the Planning and Logistics Section Chiefs.

The **Planning and Logistics Section Chiefs** develop the resources, support, and overhead orders. The Logistics Section Chief places the orders.

The **Logistics Section Chief** considers additional support requirements needed for communications, traffic, safety, medical, etc., with contributions from the Planning Section Chief.

The **Planning Section Chief** finalizes the IAP, the **Incident Commander** approves the IAP, and the General Staff Implements the IAP.

Organizational elements prepare IAP assignments and submit them to the Planning Section.

The **Planning Section** collates, prepares, and duplicates the IAP document for the operational period briefing. The Planning Section will:

- Set the deadline for completing IAP attachments.
- Obtain plan attachments and review them for completeness and approvals.
- Determine the number of IAPs required.
- Reproduce the IAP.
- Review the IAP to ensure it is up-to-date and complete prior to the Operations Briefing and plan distribution.
- Provide the IAP briefing plan, as required, and distribute the plan prior to the beginning of the new Operational Period.
- The **EOC Message Center** coordinates with the Logistics Section to acquire the amount and type of resources needed.

Operational Period Briefing

This may also be referred to as the shift briefing, where the IC reviews the IAP with EOC staff. The operational period briefing is conducted at the beginning of each operational period. Immediately prior to the start of the new operational period, incident management personnel, agency officials, and cooperating/assisting agencies and organizations should attend the operational period briefing. In some cases, all of the tactical personnel should attend if they can be accommodated. EOC staff members are briefed on the operational elements of the plan to ensure they are aware of what it is that must be accomplished. In addition, staff members will have a chance to ask relevant questions regarding the plan, be briefed on any critical safety issues, and be informed regarding specific logistical information. The operational period briefing should be brief and concise; the Planning Section Chief facilitates the briefing following a concise agenda.

Following the operational period briefing, section supervisors will meet with their assigned resources for a detailed briefing on their respective assignments.

Logistics

Resources must be organized, assigned, and directed to accomplish the incident objectives. Managing resources safely and effectively is the most important consideration of an incident. As noted above, the EOC Message Center tracks resources and identifies resource shortages. The Logistics Section orders, or acquires the needed resources. The Logistics Section serves as the single ordering point for all requested resources, including mutual aid resources:

- The agency or branch identifies the need.
- The need is communicated to the agency or branch superior (e.g., division chief, department director, or branch leader). The superior ensures the need is consistent with the mission or assignment.

- The request is forwarded to the Operations Section Chief and, if approved, forwarded to Incident Command.
- If the request is approved by Incident Command, it is forwarded to the EOC Message Center.
- The EOC Message Center checks available inventory. If the resource is not available, the request is forwarded to the Logistics Section for procurement.
- The Logistics Section collaborates with the EOC Message Center to continually track the progress and location of the resources.

More information on this process can be found in the **ICS-ESF Interface**.

Evacuation

A large-scale evacuation of Bay County residents and visitors may be initiated by numerous potential threats including hurricanes, tropical storms, floods, hazardous materials spills, wildfires, nuclear/biological/chemical terrorist events, and others. Evacuation estimate figures are feasible for hurricane evacuation, but all other evacuations for other types of disasters will be extremely variable. Based on the Northwest Florida Hurricane Evacuation Restudy and EMD input, hurricane evacuation clearance times vary from 6.75 to 19.5 hours based upon the storm strength, response approach and population. Details are summarized in **Table 10**.

Table 10. Estimated Evacuation Clearance Times

Storm Strength	Base Population Only		Base + Seasonal Population	
	Rapid Response	Normal/Long Response	Rapid Response	Normal/Long Response
Category 1	5.6 hrs.	9.5 hrs.	11 hrs.	12.75 hrs.
Category 2 & 3	7.7 hrs.	14.5 hrs.	11.25 hrs.	15.5 hrs.
Category 4 & 5	13.1 hrs.	18.5 hrs.	14.25 hrs.	19.5 hrs.

The EMD has the responsibility to recommend to the Chair of the BOCC the need to issue an evacuation order for high risk areas in Bay County prior to the threat of a hurricane, tropical storm, wildfire, flooding incident or any other applicable threat.

The safety of Bay County citizens is of mutual concern to both County and municipal officials. A safe large-scale evacuation in advance of an approaching hurricane or tropical storm in Northwest Florida requires the coordinated effort of all governmental and non-governmental agencies. Implementation of the evacuation order and ultimately re-entry into the impacted area is the responsibility of the elected legislative body of each local government. Direction and control of all evacuation activity within or through a municipality is retained by the local entity affected. Re-entry into any evacuated area will be by order of the Chairman, BOCC, or in the case of municipalities by the respective Mayor with the concurrence of the BOCC Chair. The primary agency for re-entry operations and coordination will be maintained by the Bay County Sheriff's Office. Ongoing communications and coordination will be

BAY COUNTY, FLORIDA
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

maintained with all impacted jurisdictions through regularly scheduled conference calls and situation reports through the Bay County EOC.

BAY COUNTY

Disaster Area Re-Entry Policy

I. PURPOSE

The purpose of this attachment is to provide general guidance for disaster area re-entry operations in the event of a catastrophic event where an official Emergency Declaration and Mandatory Evacuation Order has been issued and remains in effect. It addresses standardized reentry phases and other factors affecting re-entry activities. Re-entry is the portion of disaster operations that initially involve getting emergency response forces and equipment into disaster affected areas as quickly as possible to search for victims, provide essential medical treatment and patient evacuation, assess immediate needs and eliminate major health and safety hazards so that additional response and recovery operations can be safely conducted. After initial reentry by emergency response teams and elimination of major health and safety hazards, provisions are made for industry repair crews, business suppliers, business owners and operators, residents and other interested parties to be provided access to disaster areas. This phased approach is intended to get emergency resources into disaster areas quickly, minimize public exposure to dangerous conditions that often prevail in disaster areas and provide timely entry to affected areas for local residents, businesses and industry when conditions permit.

II. SCOPE

Disaster area re-entry is typically undertaken in the aftermath of large scale evacuations for hurricanes and tropical storms in Bay County. However, re-entry operations may be necessary in any disaster where a large, heavily populated area is evacuated and suffers major damage from a natural or technological hazard or a large scale terrorist incident. Disaster re-entry operations are typically ground operations, but may be supported by aircraft and/or watercraft where these resources are available and appropriate. Re-entry operations are generally conducted in the following sequence:

- A. Deploying emergency response forces to gain access to areas impacted by a major hazard.
- B. Setting up access control points, preferably staffed by law enforcement personnel, to limit public access to impacted areas that have significant life safety or public health threats.
- C. Abating the most significant health and safety conditions within impact areas to facilitate reasonably safe movement in such areas by emergency responders, and later, the public.
- D. Allowing controlled re-entry of business owners or operators, repair crews for essential services, residents and personnel to assess damage, salvage belongings, and implement expedient repairs to prevent further damage. During this phase of re-entry, curfews may be in effect and a pass system may be implemented.

E. Ending most access restrictions for the general public, but restrictions may continue in areas with large volumes of debris, uncontained hazardous substances or biological hazards.

1. DISASTER AREA RE-ENTRY

A. Bay County shall develop a phased re-entry plan to govern the order in which particular groups of people are allowed to re-enter areas previously evacuated because of a disaster or threat of disaster. The plan may provide different re-entry procedures for different types of disasters.

B. The phased re-entry plan shall:

(1). Recognize the role of emergency management, Local government & law enforcement in making decisions regarding the timing and implementation of re-entry plans for a disaster; and

(2). Provide emergency management, Local government & law enforcement with sufficient flexibility to adjust the plan as necessary to accommodate the circumstances of a particular emergency.

C. Bay County, in consultation with representatives of Local government, shall develop a re-entry credentialing process. The County of Bay shall include the credentialing process in the phased re-entry plan.

III. SITUATION AND ASSUMPTIONS

1. SITUATION

A. A Key component of COOP and COG is preparedness plans which include deliberate plans to ensure the continuation of essential functions through a wide range of incidents. These plans will also entail the priority restoration of these functions in the event of a service outage.

B. Due to the potential devastation of a catastrophic event and impact on local communities, Bay County must be prepared to augment and assist with reentry operations, when warranted, and the restoration of essential functions of government.

C. Re-entry operations must include provisions for federal, state, private sector, public sector, volunteer organizations and agencies that provide critical services to assist first responders in the execution of their duties and those in direct support of critical infrastructure/key resources (CI/KR).

D. If essential functions are not restored quickly and efficiently, the cascading impacts on life and property may include negative impacts on Local, State and national interests.

E. Public safety and security in a disaster area must remain paramount in re-entry planning and operations.

F. The re-entry plan must be flexible and scalable to ensure a suitable operational response to the disaster and provide coordinated access to various agencies and organizations that perform essential mission tasks in the area of operations. This plan will work in coordination with the Local officials to provide re-entry to appropriate agencies and individuals to the impact area.

2. ASSUMPTIONS

A. A major hurricane has the potential to create widespread catastrophic damage in Bay County.

B. If there is a threat of a major hurricane making landfall on the Bay County Coast, the Governor will likely issue a State disaster declaration and, depending on characteristics of the threat, may request a Federal emergency or disaster declaration.

C. A key component of COOP and COG is preparedness plans which include deliberate plans to ensure the continuation of essential functions through a wide range of incidents. These plans will also entail the priority restoration of these functions in the event of a service outage.

D. Local governments and emergency responders will likely be engaged in disaster response operations that require State assistance to provide perimeter security and entry and exit control operations.

E. Federal assistance may be necessary to restore CI/KR. In instances where national interests are in jeopardy, the Department of Homeland Security may exercise authority to reach outside provisions of the Stafford Act.

F. The communications infrastructure in disaster impact areas will likely sustain major damage, creating communications gaps and limitations over a widespread area. Re-entry forces are expected to require fundamental communications.

G. The electrical utility infrastructure in impact areas is expected to sustain significant damage, leaving thousands of homes and businesses without power and without the capability to pump water, operate waste water systems and fuel vehicles. Damage to the electrical grid can cause power outages that extend well inland.

H. Re-entry forces are expected to encounter significant quantities of debris on re-entry routes during the initial entry phase, including vegetation, building debris, wrecked vehicles, and other materials. Heavy equipment will likely be needed to aid the re-entry forces during the initial stages of re-entry. Additionally, re-entry forces may require specialized technical support to identify and deal with hazardous substances that have been released and contaminated the environment.

I. Re-entry forces may require fire suppression resources to deal with ongoing fires in impact areas.

J. Re-entry forces will require supplies of food and water. For extended re-entry operations, base camp support may be required in the disaster area or at forward staging areas.

K. As medical facilities in impact areas may be inoperable, re-entry forces will generally require attached medical support to provide basic medical assistance for disaster victims until they can be evacuated and to safe locations with medical support.

L. During past major disaster evacuations, evacuees left areas where they took temporary refuge and attempted to return to their homes as soon as roads were passable. It is anticipated some evacuees may arrive while initial response activities are underway and re-entry forces are opening routes to disaster areas will be followed by people trying to enter those areas. Access control points staffed with law enforcement personnel must be established quickly. Additionally, public information personnel should ensure timely information is provided to the media each day regarding which disaster areas are accessible to business owners, operators and residents.

M. Access control points will be established to limit access to evacuated areas and reduce public exposure to dangerous conditions; lack of utilities, food, water and essential medical services and fire protection, and to curtail theft from unoccupied buildings. Patrols will likely be conducted to maintain security in evacuated areas. It is generally desired to identify possible access control points in advance and ensure there is adequate space to turn around unauthorized vehicles. Law enforcement personnel should be prepared to activate appropriate access control points and operate them as soon as it is clear which areas have suffered significant damage. To ensure consistency, all access control points should have specific written guidance on who may be admitted. Implementation of a pass system may be appropriate.

VI. CONCEPT OF OPERATIONS

Bay County adheres to and employs a three-phased approach to re-entry. The phased approach is intended to get emergency resources into disaster areas quickly, minimize public exposure to dangerous conditions that may prevail in disaster areas, and provide timely entry to affected areas for local residents, businesses and industry when conditions permit.

1. Phase 1- Initial Re-entry by Emergency Responders

This phase is generally expected to occur during the first 72 hours after it is safe to re-enter a disaster area. Access to the disaster area in Phase 1 should generally be limited to:

- A. Search and rescue teams to locate and remove disaster victims.
- B. Utility company employees engaged in eliminating life safety hazards, such as gas leaks or downed power lines.
- C. Medical teams to treat or evacuate disaster victims with health and medical needs and identify follow-on support required.

- D. Fire service units to control or prevent fires in damaged areas.
- E. Public works team to remove debris from primary roads and provide access for other emergency responders.
- F. State agency emergency response teams identifying orphan hazardous materials, containers and spills.
- G. Law enforcement and other security personnel.
- H. State and Local emergency management personnel performing initial damage assessments and identify essential needs.
- I. Mass care providers providing emergency food and water to disaster victims.
- J. Marked State and Local mobile command posts and communications vehicles.
- K. Media representatives, who may require escort in dangerous areas.
- L. Medical personnel for all hospitals and clinics to include pharmacy personnel, nursing homes, assisted living facilities, ambulatory surgical centers, doctor's offices/groups, home health care agencies and compressed gas providers (O₂).

2. *Appropriate Identification & Credentials:*

- A. Marked state or local response vehicles, uniformed emergency responders, and responder badges or photo ID card for law enforcement, fire, and EMS personnel.
- B. Marked military vehicles, uniformed personnel, and military ID card for military personnel.
- C. State agency or Local response team vehicles', distinctive clothing, and agency or team ID card.
- D. Marked utility response vehicles and corporate photo ID cards indicating bearer is a member of their organization.
- E. Marked vehicles and/or State issued identification cards for public works teams, emergency management personnel, and certain specialized response unit.
- F. Photo ID for medical personnel indicating the bearer is a member of their organization.
- G. Marked media vehicles and appropriate media credentials.
- H. Regional or Local government responder credentials.
- I. All personnel within this phase group who are not issued organizational photo ID must obtain a Phase 1 Re-entry pass.

3. Phase 2 - Limited Re-entry

It is generally inadvisable to permit the return of residents to a disaster area until provisions are in place to provide at least emergency medical services and some basic fire protection. This does not mean that medical facilities and fire stations in the disaster area need to be restored, but rather the expedient capabilities are available.

Local officials may consider establishing a curfew during the limited re-entry phase to curtail night movement until some lighting and traffic signals can be restored.

In Phase 2, access to the disaster area is expanded to allow residents and business owners and operators to return to portions of the disaster area where major life safety hazards have been eliminated, but essential services, such as electricity, water and fuel may be limited or unavailable. Access in Phase 2 should generally be limited to:

- A. Local residents in the affected area, when it is determined that it is safe to re-enter the areas to salvage belongings and make expedient repairs to homes to prevent further damage.
- B. Local business owners and operators to assess damages to their businesses and make expedient repairs.
- C. Insurance agents/adjusters, i.e.; with state licensing/credentials and/or company ID.
- D. Banking Institutions, fuel distributors and food distributors.
- E. Commercial vehicles delivering food, ice, other essential supplies, fuel, generators, construction supplies and related material.
- F. Debris removal contractors
- G. Utility repair contractors
- H. Construction contractors for repair
- I. Volunteer groups and State and Federal agencies providing assistance to disaster victims

Appropriate Identification and Credentials:

- A. Marked State or Local response vehicles, uniformed emergency responders, and responder badges or photo ID card for law enforcement, fire and EMS personnel.
- B. Marked military vehicles, uniformed personnel and military ID card for military personnel.
- C. For State agency, Local government or volunteer groups marked emergency response team vehicles, distinctive clothing and agency or team photo ID card.
- D. Marked utility response vehicles and corporate photo ID identifying bearer as an emergency response team member.

- E. Marked vehicles and/or State issued ID cards for public works teams, emergency management personnel and certain specialized response units.
- F. Photo ID for medical personnel indicating bearer is member of their organization.
- G. Marked media vehicles and appropriate media credentials.
- H. Regional or Local government responder credentials.
- I. For *residents*, photo ID showing an address in the disaster area.
- J. For *business owners*, photo ID and business card showing a business address in the disaster area.
- K. For *contractors*, corporate photo ID and work order for an address in the disaster area.
- L. All personnel within this phase group who are not issued organizational photo ID must obtain a Phase 2 Re-entry pass. This requirement excuses residents who must have photo ID as indicated previously.

4. Phase 3 - General Return

- A. Phase 3 of re-entry involves re-opening most or all of the disaster area to local residents, businesses and contractors. Major life safety threats have been eliminated, but many hazards remain and some vital services, such as electricity, water and fuel may be limited or unavailable. A curfew may still be in effect in the disaster for specific periods, typically nights.
- B. Before announcing the decision to authorize a general return of residents to a damaged area, local officials should notify law enforcement officials in those areas that may be affected by the return traffic flow in order that traffic control resources can be deployed.
- C. In the early stages of Phase 3, local officials may allow residents and business owner/ operators to enter the disaster area, but prohibit visitors if visitor traffic would delay delivery of essential supplies and equipment to the impact area, impede debris removal or draw down scarce fuel supplies. Restrictions on visitors entering disaster areas are normally lifted as soon as is reasonably feasible.

5. Tier/Phases of Need for Critical Personnel Passes

There needs to be a Tier/Phase system in place that identifies the types of critical personnel. Each tier/phase needs to be identified on the pass by colors Red & Yellow.

Examples:

- Phase 1/Red entry pass issued as previously indicated.

- Phase 2/Yellow entry pass issued as previously indicated.

Critical Personnel Passes

Each tier/phase of critical personnel is colored. The passes issued needs to be colored to indicate the tier/phase the holder of the pass falls within.

The pass needs to be issued to the person and have information on it that identifies the holder, including a photo. Information on the pass will be gathered thru the application/approval process.

Each pass needs to be renewed annually. The renewal process will be less time consuming, consisting of the application for renewal. Upon approval a sticker with the current year can be attached to the pass, similar to motor vehicle tag decals.

Passes should not be issued after 72 hours before landfall.

Passes can be printed onto stock business card paper, of the appropriate color, and laminated.

Application Process

The application process should consist of providing information about the applicant and an explanation as to what their public mission is. The application should be signed as a sworn statement.

The application process should include information directing the applicant to provide a passport style photo with the application when it is returned. This photo will be used on the pass upon approval.

Upon approval, the applicant is provided his/her pass. The agency should mail the pass to the applicant with information informing that the pass may not be honored depending on the circumstances. Further information should be provided to include what to expect upon entry into a disaster area, the protocol they may encounter from emergency personnel and the renewal process.

There is the need for a nominal fee to cover the expense of this process, i.e.; \$5.00 per pass and each renewal.

If an application is denied, the fee should be reimbursed, along with the photo, to the applicant, via the mail.

Computer Data Base

A computer data base program needs to be established to store the applications as well as the passes. A program needs to be built that stores the information entered and will put the needed information from this onto a pass for printing.

The printing of the passes from this information should be done on business card stock paper after being entered into the system.

Sheltering

The Bay District Schools (BDS), in accordance with Florida Statute 252, will provide shelter facilities and necessary personnel to staff such facilities to maintain operational functionality of the facility. The closing of schools is the responsibility of the Superintendent of the BDS with input from the Chief EMD. The Superintendent is advised of situations which may warrant school closings, and this notification comes from the EMD County Warning Point. The Superintendent or designee will determine what facilities and personnel are needed to be made immediately available, placed on standby and held in reserve to assist in disaster response. The immediate use of facilities and personnel may require the Superintendent to close school facilities based on the size and scope of the disaster effecting Bay County. Upon assigning statuses to the various BDS resources, the Superintendent will notify the Chief of the EMD via County Warning Point of the number of facilities and personnel assets available for use.

The ARC provides the shelter management and operational team to staff the set-up of the shelter, coordinate the services such as intake, feeding, management and care of the evacuees, and discharge as the disaster has abated.

Shelters can be selected for a variety of evacuation circumstances. For hurricanes, facilities must meet structural criteria to withstand the high winds. Facilities must also be located outside of areas where storm surge and flooding may occur. Bay County does not use facilities located in storm surge zones with the exception of Lynn Haven Elementary, which is located on the very edge of a Category 5 Storm Surge Zone, off of North Bay.

Emergency Evacuation Assistance

As mandated by the State, Bay County maintains a registry of individuals with special needs who require assistance when evacuating. The County Warning Point coordinates with transportation providers to relocate these individuals to specialized shelters. The EMD and the Bay County Council On Aging (COA) arranges transportation for the transportation disadvantaged to specialized shelters for pre-registered clients and limited amount of late registrants. Registrants may be assigned to a Special Needs Shelter (SpNS) or a medical facility depending on their medical needs and health conditions.

SpNS are intended to maintain, to the extent practical, the current health, safety, and well-being of medically dependent individuals who are not acutely ill. SpNS operate in public schools or other safe structures and provide basic medical attention to clients with special needs or who need assistance with daily activities in the event of an impending hurricane. While in operation, the SpNS must meet a multitude of human needs both physical and psychological under adverse conditions.

SpNS are located in public schools or other safe structures and managed by the Bay County Health Department (BCHD). Support staff from the County/City agencies, non-profit groups and private sector will also assist with operations.

SpNS are generally intended to operate for a limited time, one to three days. SpNS will generally open to evacuees 24-36 hours prior to the arrival of tropical storm force winds associated with a threatening hurricane. In most instances, evacuees are able to return to their homes within a short time or relocate to other housing. Special needs clients requiring temporary housing following a storm can be assisted by social service agencies. A SpNS will continue operating until all the special needs clients have returned home or have been transferred to another facility.

BCHD is the lead agency for the recruitment of health care providers, as defined in F.S. 456.0001(4), to staff the special needs shelters in times of emergency or disaster events and to provide resources to carry out this responsibility.

Transportation

It is the responsibility of the EMD to coordinate and facilitate the emergency transportation requirements of Bay County during the response and recovery phases of an incident or disaster. These requirements include but are not limited to the following:

- Evacuation assistance
- Logistical transportation

Overall traffic control will be handled by the BCSO, and Route recovery is the responsibility of the Public Works branch. More detailed information on these various roles and responsibilities can be found in the **ICS-ESF Interface**.

Needs Assessment/Incident Management System

The EOC has instituted a Message Center, which uses Message Forms and WebEOC, to collect, consolidate and distribute information related to the incident. The Message Center performs the following functions:

- Review situation overview then drill down to details;
- Gather and share critical information across agencies, jurisdictions and groups;
- Review response capabilities;
- Notify and alert key parties; and
- Track resources.

The EOC has standardized forms for reporting disaster intelligence and for making resource requests. EOC sections/branches/units generate status reports on a regular basis and transmit these reports to the EOC. It is the responsibility of the Message Center to collect all of these status reports and provide them to the Planning Section, which produces a consolidated summary of the situation statuses.

Action planning is an effective management tool and is critical to the EOC operations. Action planning involves two essential characteristics:

A process to identify objectives, priorities and assignments related to emergency response or recovery actions; and documentation of the priorities, objectives, tasks and personnel assignments associated with meeting the objectives.

The Planning Section is responsible for facilitating the action planning meeting and completing and distributing the incident action plan. Action plans are developed for a specified operational period, which may range from a few hours to 24 hours. The operational period is determined by first establishing a set of priority actions that need to be performed. A reasonable time frame is then established for accomplishing those actions. The action planning process involves the Executive Group, Incident Commander, and Section Chiefs (and other EOC staff as needed). The action plan doesn't need to be complex but should be sufficiently detailed to guide EOC elements in implementing the priority actions. It is important that all incidents have some form of action plan. The plan, developed around some duration of time called an Operational Period, will state the objectives to be achieved and describe the strategy, tactics, resources and support required to achieve the objectives within the designated time frame. Generally, the length of the operational period is determined by the length of time needed to achieve the objectives; typically, this period is 12 hours in length. The Planning Section can create action plans for each work shift, a 24 hour period, or whatever makes sense for a given event.

Mutual Aid Agreements and Memoranda of Understanding

Introduction

The State Emergency Management Act, Chapter 252, Florida Statutes, authorizes the State of Florida and its political subdivisions to develop and enter into mutual aid agreements for emergency aid and assistance. Under this CEMP, the Chief of the DES or EMD has the lead responsibility for handling mutual aid requests and/or providing help to other government jurisdictions asking for assistance under the Statewide Mutual Aid Agreement.

Mutual Aid Requests

Mutual aid will only be requested if the EMD deems that local resources are inadequate. The authorized representative, or the Chief of the EMD, shall transmit mutual aid requests through the Logistics Section, in coordination with the EOC Message Center. The Logistics Section shall serve as the contact and coordination point for all mutual aid requests. The EOC Message Center will track all mutual aid requests. The following steps will be followed in making requests for resources from other government organizations that have entered into the aforementioned agreement:

The Chair of the BOCC declares a local state of emergency because a disaster has occurred. A copy of the declaration is sent to the FDEM in Tallahassee.

The authorized representative will make direct contact with the State Warning Point at the FDEM and provide the information listed below. The EOC Message Center will follow-up with written confirmation using FDEM's tracker system.

- A description of the damage sustained or threatened.
- An identification of the specific Incident Command Section(s) and/or ESF(s) for which such assistance is needed.
- A description of the specific type of assistance needed within each Incident Command Section and/or ESF.
- A description of the types of personnel, equipment, services, and supplies needed for each specific type of assistance, with an estimate of the time each will be needed.
- A description of any public infrastructure for which assistance will be needed.
- A description of any sites or structures outside the territorial jurisdiction of the Requesting Party needed as centers to stage incoming personnel, equipment, supplies, services or other resources.
- The place, date and time for personnel of the Requesting Party to meet and receive the personnel and equipment of the Assisting Party.
- A technical description of any communications or telecommunications equipment needed to ensure timely communications between the Requesting Party and any Assisting Parties.

Responding to a Mutual Aid Request

When a request is received from FDEM or a Requesting Party to provide assistance, the EMD will immediately contact the appropriate agency head to determine if resources are available. The following steps will be adhered to in processing the request:

- Convey to the agency head the information received from FDEM or Requesting Party. This information will be provided via voice then entered into the state's tracking system.
- Advise the appropriate agency head that the Statewide Mutual Aid Agreement stipulates that "assisting parties shall render assistance to extent personnel, equipment and resources are available". Also, advise "participating governments agree to render assistance to the fullest extent possible". The agency head should be informed that the Requesting Party is responsible for costs incurred unless there is an agreement between the parties that all or a portion of the costs will be provided on a gratis basis.
- Agency head determines if the resources requested can be provided.
- After the determination has been made, the tracking system form will be completed and forwarded to the EMD.
- The EMD will provide a copy to the Requesting Party/FDEM immediately.
- The Requesting Party/FDEM shall respond by executing and returning a copy to the Assisting Party ASAP. The EMD will notify the agency head and provide a copy of the executed documentation.
- If the request was not routed through FDEM, the EMD will contact the State Warning Point and advise it of the request and the response to the request as soon as possible. They will subsequently keep them informed if the Requesting Party made the request directly to the Assisting Party.

- A copy of the tracking system form with information received will be placed in the EOC Message Center files. Also, copies will be forwarded to the County's Budget Department.

Recovery

Introduction

Following a disaster, once the principal threat has passed and the primary concern of protection of citizens from harm has been addressed, it becomes almost as critical to public safety to ensure the speedy yet orderly recovery of the community. Recovery functions include continued, potentially long-term response operations (such as debris removal and disposal, infrastructure repair, etc.); liaison with State and Federal response and recovery agencies; damage assessment; and responding to the basic needs of citizens who may have lost their homes, possessions, businesses, or jobs. Emergency management has to be prepared to address the long-term operations needed to return the community to normalcy.

The lead agency responsible for coordinating recovery operations following a natural or man-made disaster is the EMD.

The EMD shall serve as the initial contact with the FDEM for the coordination of recovery efforts. In the event of a major or catastrophic event, the activated entities within the EOC shall provide liaison services to their corresponding State and Federal ESFs and related agencies.

Under the National Response Framework, Federal ESF 14 (Long-Term Community Recovery and Mitigation) coordinates the resources of Federal departments and agencies to support the long-term recovery of States and Communities. When the State Emergency Operations Center (SEOC) is activated in response to an emergency/disaster, a recovery and mitigation component is activated.

Following the local establishment of a Federal Joint Field Office (JFO), the EMD shall designate a local JFO liaison. For certain hazards or specific incidents (i.e., hazardous materials release, nuclear power plant incident, etc.), the lead response agency may continue to be the County's principal coordinating representative.

Once into the recovery phase of a major disaster, the EOC Message Center shall assume the liaison function with the State recovery staff, as will appropriate representatives of the various activated departments involved in recovery operations.

Coordination for the establishment of Disaster Recovery Centers (DRC's), additional staging areas, and other sites that may be needed for coordinated assistance will primarily be the responsibility of the Human Services Branch and its subordinate groups and requisite lead agencies. Activation of staging areas already identified by various response agencies within the County and those established as satellite centers for the Municipal governments will occur according to the established schedules and SOGs.

Disaster Declaration

Requests for Federal disaster assistance will be predicated on the requirements outlined in the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288, as amended). After Bay County conducts the initial damage assessment and reports to the SEOC, a joint Local/State preliminary damage assessment (PDA) may be scheduled that could include the FEMA. This damage assessment validates the local data and is the basis for requesting a Presidential Disaster Declaration. Other Federal agencies that may participate in the assessment process include the Small Business Administration (SBA) and Natural Resource Conservation Service (NRCS). This process is described in 44 CFR, Part 206, Subpart B – The Declaration Process and other Federal and State policies and procedures.

Transition from Response to Recovery

As recognized in local ordinances, the declaration of a local state of emergency and the “Response Phase” of an incident temporarily reorganizes government to address disaster-related issues. These issues generally fall into the broad categories of meeting victim needs, enhancing public safety service delivery, and repairing or restoring infrastructure functionality. There is no clear line of delineation between the “Response Phase” and “Recovery Phase.” Incident command and control, coordination and resource allocation transition from an emergency need to a more deliberate process of service delivery as programs/activities transition from the Response Phase to the Recovery Phase. County recovery activities, coordination with the Federal and State governments, and the processes for obtaining and administering State and Federal disaster assistance are described later in this section.

Figure 37. Response to Recovery Curve

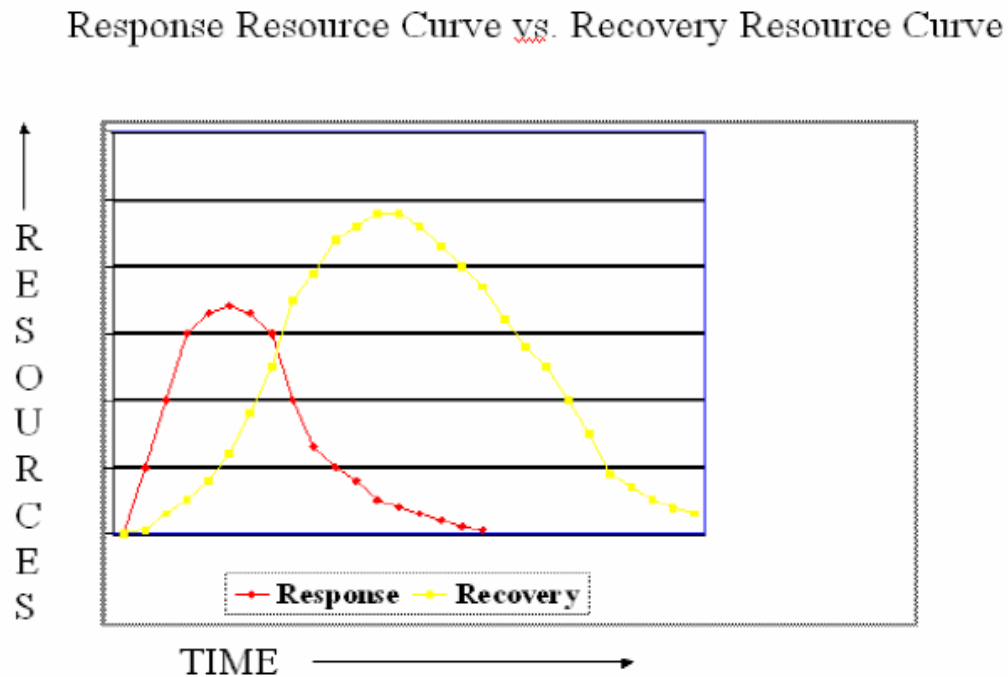


Figure 37 pictorially represents a number of features in the Response phase and Recovery phase in relation to each other. One feature is that the Recovery phase starts at the inception of the disaster, similar to the Response phase. Managerial focus and resources in the early stages are expended through the coordination of the Emergency Operations Center and its structures. Over a period of time, the Response phase diminishes and the Recovery phase activities become more prominent. The rest of this section describes the Recovery phase activities.

Recovery Functions

Recovery functions have been organized according to three primary functions that occur in the aftermath of a disaster. These three major recovery functions include:

- Damage Assessment,
- Infrastructure and Public Assistance, and
- Individual Assistance.

NOTE: For detailed information on recovery functions, please refer to the **Recovery Annex**.

Damage Assessment

The Chief of the EMD or designee shall be responsible for damage assessments. Damage assessments will be completed by all Departments and Municipalities impacted by the event.

Activities will include:

- Completing a Countywide damage assessment including building safety inspections and demolitions.
- Coordinating damage assessment-related activities for pursuant to a Federal request from the County to the State for IA (Individual Assistance), SBA (Small Business Administration), and PA (Public Assistance).
- Coordinating with other response elements.
- Pro-actively exchanging damage information with Incident Command, State, and other sections, as necessary.

Impact to the Local economy shall be ascertained however possible, but will rely on the following organizations for preliminary information and periodically revised data:

- Property Appraiser's Office (value of damaged or destroyed properties)
- Disaster Recovery Center(s) (claims for damaged or destroyed properties)

Following an incident, Damage Assessment teams will be dispatched into the affected areas to perform a Preliminary Damage Assessment. These assessments shall be conducted by windshield survey. Each impacted Department/Municipality will document and coordinate habitability within their individual jurisdiction(s) and will coordinate that information with the Chief of the EMD. County building officials will provide support to other jurisdictions as needed. Florida licensed contractors, engineers, and architects may be called upon to assist as the situation warrants.

Damage Assessment Reports (DARs) will be transmitted to the EOC Planning Section in a timely manner as established at the time of the disaster. Damage assessment field estimates may be transmitted electronically to the EOC from the field if facilities are available. Preliminary dollar estimates of potential damage based upon estimated damage percentages and appraised property value shall be developed from the DARs and used to develop related reports and briefing information in accordance with State-required formats.

Initial Damage Assessments may be accomplished by participation in flyovers conducted by the State's Rapid Initial Assessment Teams (RIATs). Bay County participants will come from the Bay County EMD, Sheriff's Office, Public Works Department, and Utilities Department; Florida National Guard; and ARC as well as others as determined by EMD, and appropriate participant will be identified by the Chief of EMD at the time the flyover(s) is required. Flyovers by the RIATs and DARs will also be used to develop baseline human and community needs as a result of the disaster. Needs Assessment data and information will be tracked by the Planning Section and distributed to human service response agencies.

Other methods used to assess physical damage and develop needs and services estimates may include:

- Continued flyovers utilizing BSCO helicopter or acquired aircraft.
- Bay County vehicles such as trucks, automobiles, off-road vehicles, etc.
- Damage assessment shall be conducted using Bay County and Municipal marine assets and by utilization of state (Fish and Wildlife Conservation Commission, etc.) or volunteer marine assets.
- Where damage is extensive and roads may not be passable, Damage Assessment teams may resort to foot patrols.

State of Florida Rapid Impact Assessment Team (RIAT)

Following any major or catastrophic disaster, a rapid assessment of Local damage and victim needs is essential in determining the critical resources needed to support disaster victims. To accomplish this, the State will deploy a RIAT immediately following a catastrophic emergency or disaster in Bay County which requires immediate damage assessment to provide local officials full understanding as to the extent and impact of the emergency or disaster.

The Florida Division of Emergency Management will initiate RIAT deployment following procedures specified in FLNG-RIAT. The RIAT team leader will coordinate assessment activity with the Bay County EMD Chief or designee. Bay County officials required to assist RIAT operations will immediately report to the EOC when advised of RIAT arrival in Bay County. Following the arrival of the RIAT, the EMD Chief and the RIAT Team Leader will conduct a situation briefing to ensure both RIAT team members and local officials have the same initial assessment information. Following this briefing, team members and their local counterparts will conduct the assessments in accordance with the applicable state agency checklists. The RIAT will report all of its findings to the EOC Damage Assessment Unit as soon as possible.

The State EOC will determine when RIAT assessments are completed and notify the team leader to terminate activity.

Initial Safety and Damage Assessment

In the immediate aftermath of the disaster, Bay County will conduct a countywide local impact assessment. The Chief of the EMD, or designee, is responsible for coordinating the Initial Safety and Damage Assessment. The DES will coordinate the initial assessment with the RIAT. Additionally, each impacted agency will document habitability and operational status to the EOC. The goal of this assessment is to determine the magnitude and severity of damage to structures and infrastructure; and, in the event of a severe rainfall event, determine the level of flooding damage.

All impact assessment team members must report impact assessment results to their respective agency representative who must then forward the results to the EOC as quickly as possible, but no later than 24-hours after disaster impact. The Damage Assessment Unit is responsible for compiling and analyzing initial damage assessments.

The impact assessment data provides a Countywide general overview of the most significantly impacted areas and establishes a prioritization mechanism for Damage Assessment team deployment, resource allocation, and disaster assistance.

The data collected from the Initial Damage Assessment will be reported to the SEOC. If outside assistance is required, the Initial Damage Assessment will be used as the basis for a declaration of a local state of emergency.

Preliminary Damage Assessment

A Damage Assessment is needed to quickly assess the life safety needs, magnitude of the disaster and eligibility for State and Federal aid. Damage Assessment is accomplished in phases. Preliminary Damage Assessment (PDA) scans the affected area to determine the width and breadth of damage, looking at critical facilities to determine the immediate and life safety needs.

The EOC Operations Section's Damage Assessment Unit is the County's single point for receiving Damage Assessment reports and determining the disaster magnitude. The Bay County Builder's Services Department serves as lead agency for the Damage Assessment Unit while Florida licensed contractors, engineers and architects may provide support for Damage Assessment. The Damage Assessment Unit produces a Preliminary Damage Assessment for the State EOC situation report and other government agencies.

The Preliminary Damage Assessment (PDA) begins immediately after the incident occurs. This PDA determines whether more detailed damage assessments are necessary and identifies those areas where further efforts should be concentrated. The Preliminary Damage Assessment is reported to the Bay County EOC within twenty – four hours of the emergency occurrence by all field resources.

From the PDA's, a "quick dollar estimate" of the damages is derived. Estimates are based on information from guidelines set forth by the Commission on Hurricane Loss Projection Methodology, property values from the Property Appraisers files, and standard FEMA rates for labor and equipment.

If the PDA indicates that the damage is severe and widespread, declaration of a State of Emergency may be possible without a detailed written Damage Assessment. In that case State and Federal teams may be dispatched to assist in completing the Damage Assessment.

Information is collected and evaluated using an in house GIS collector app, Situation Reports, and other means and is shared with State and Federal officials as needed. This prevents duplication of effort and verifies incomplete information.

The EOC Operations Section's Damage Assessment Unit is the single point to consolidate and evaluate Damage Assessment information. This assessment is formatted using current damage assessment forms to facilitate rapid dissemination of information.

Post-Disaster Habitability Certification

Once structures, buildings, and homes have been severely damaged and/or had power cut off, power cannot be restored until inspected by a certified electrician. The Bay County Building Official will notify utility suppliers in the County (i.e., Gulf Power, Florida Power, etc.) of reinstatement of electrical service. All buildings damaged must be permitted for rebuilding or restoration, and all new work must be up to current codes. If the cost to repair a facility exceeds more than 50% of the facility value, the entire facility must be replaced, complying with all regulatory requirements as if the facility was being constructed for the very first time. Condemnation of severely damaged buildings and structures will be accomplished when they become public safety issues. These are legal responsibilities of all jurisdictions within the County.

Infrastructure & Public Assistance

General

For affected governments and qualified not-for-profit organizations, a briefing shall be held to orient public officials on available assistance and procedures and distribute "Notice of Interest" forms to be filed with State and Federal officials. Subsequent "Project Applications" shall be filed with FDEM and FEMA for further processing. State and Federal authorities will evaluate the project applications, determine justification for assistance, and make the eligibility determination. Should the applying agency non-concur with the eligibility decision, the process for appeals are set out in the Code of Federal Regulations (CFR) and are the remedy available to the Sub-grantee.

Bay County Department of EMD personnel shall serve as the County's principal representatives in preparation of disaster application forms, monitoring of projects to completion and certification, and disbursement of relief funds. The EMD shall also coordinate the development of Disaster Survey Report review and represent Bay County in negotiations for restitution of losses with Federal and State officials.

Debris removal shall be coordinated and executed by the Utilities Department, Solid Waste Division with the support of Public Works. Fallen trees and similar debris shall be disposed, to the extent possible, at Emerald Waste Services' Panama City or Steelfield landfills. Burn sites, if needed, shall be identified by the Public Works Branch and operated with the cooperation of the Fire Services Branch and local environmental officials. Methods for disposal of non-mulchable debris shall be determined by the Public Works Branch in conjunction with local and state environmental officials. Vegetative debris will be processed at one or more temporary debris storage and retention sites.

The EOC Finance/Administration Section will implement administrative procedures for financial transactions, cost accounting, grants management, document tracking and payroll processing. Following deactivation of the EOC, these functions shall be continued by those agencies that staff the Finance/Administration Section. Procedures and instructions for preparing Project Worksheets and

tracking disaster costs have been developed by the EMD in accordance with accounting principles of the OMB (Office of Management & Budget).

Public Assistance Grant Program

The objective of the FEMA Public Assistance (PA) Grant Program is to provide assistance to States, Local governments, and certain non-profit organizations to alleviate suffering and hardship resulting from major disasters or emergencies declared by the President.

Through the PA Program, FEMA provides supplemental Federal disaster grant assistance for the repair, replacement, or restoration of disaster-damaged, publically owned facilities and the facilities of certain Private Non-Profit (PNP) organizations.

The Federal share of assistance is not less than 75% of the eligible cost for emergency measures and permanent restoration. The grantee (usually the State) determines how the non-federal share (up to 25%) is split with the sub-grantees (eligible applicants).

Applicant Briefing (Kickoff Meeting)

An applicant briefing will be scheduled to advise potential eligible applicants (Municipalities, County government and private non-profit entities) of the availability and requirements of Federal assistance. These briefings will be publicized through the media and the EMD, in accordance with 44 CRF-206 subparts G & H. Each potential applicant will be asked to complete and return a Request for Public Assistance (RPA) form. The RPA reports damages suffered by each potential applicant and is used by the Federal Coordinating Officer (FCO) and Public Assistance Officer (PAO) to determine the number of damage survey and inspection teams needed.

A completed Request for Public Assistance (RPA) will be transmitted to the FCO for each potential applicant. If the RPA is denied by the FCO, the PAO will notify the potential applicant in writing, explaining the specific reason(s) for denial and providing information on appeal procedures.

Potential applicants will also be requested to complete and return a “Designation of Sub-grantee’s Agent” form that designates the official authorized to sign the funding agreement and execute relevant public assistance documents. Before any public assistance funds are released, the State and Applicant must enter into a disaster relief funding agreement.

Project Worksheets

Each potential applicant must submit, within the designated application period, a “List of Projects” to be reviewed for public assistance. This list should identify, for each damage site and project; the disaster assistance category, site location, description of the damage and scope of work necessary to repair, replace or restore projects to pre-disaster conditions. Damage survey and inspection teams, comprised of County, State and Federal engineers, planners and architects, will review each project and activity on the List of Projects.

The PAO will coordinate with each applicant to arrange the survey and inspection schedules, ensure participation by appropriate local officials and ensure necessary records and documentation are available. The inspection team will prepare Project Worksheets (PW) for each project, identifying activity descriptions, scopes of work and cost estimates. Each PW undergoes two levels of review before approval by the FCO. This approval must occur within 45 days of the date of first inspection. The first review, performed jointly by the State/Federal damage survey and inspection team, is for concurrence on the PW. If State and Federal inspectors concur, the PW goes to the FCO for approval. If there is a disagreement on the PW, it is returned to the applicant for resolution of the discrepancy. The second review, conducted by FEMA staff, is completed before final FCO approval. If the PW is approved, it is forwarded to the FCO for approval. If there is a discrepancy, it is returned to the survey and inspection team for resolution of the discrepancy.

If any changes are made to a PW during any stage of the review process, the PW will be returned to the applicant. The applicant will then have an opportunity to review the change, concur or not concur and attach any additional documentation or statements to support their position.

Appeals

The County, on behalf of a Sub-grantee, can petition the Governor's Authorized Representative (GAR) to appeal any FEMA determination or denial of federal public assistance. This appeal must be made in writing within 60 days from the date of notification of FEMA's determination. The Sub-grantee must provide sufficient information that permits the County to provide to the GAR the facts needed to assess the validity of the appeal. The FCO will, within 90 days following receipt of the appeal, notify the GAR in writing of the disposition of the appeal or if additional information is required. If additional information is requested, the FCO shall have an additional 90 days from receipt of the information to review the information and notify the GAR of the disposition of the appeal. If the FCO denies an appeal, the Sub-grantee may submit a second appeal to the FEMA Associate Director. This appeal must be in writing and submitted through the GAR and FCO within 60 days after receipt of the denial of the first appeal. The FEMA Association Director has 90 days in which to make a decision on appeal or request additional information. If the Associate Director denies the appeal, a third and final appeal may be made to the FEMA Director within 60 days after the receipt of the Associate Director's denial. The FEMA Director has 90 days in which to make a decision on the appeal or request additional information. The Director shall notify the GAR of the final disposition of the appeal.

Program Assistance and Management

The PAO will administer all public assistance grants, agreements and contracts. PAO administrative staff will be responsible for providing technical assistance to eligible applicants and sub-grantees and maintaining and submitting all documents and paperwork necessary to obligate and disburse public assistance funds. This includes establishing a system for the processing of payments to sub-grantees and to FEMA as well as establishing and maintaining accounting records for each payment drawn down by the

state and each payment to sub-grantees. Public assistance will be handled using the Public Assistance Guide and forms from the State.

Final Inspections

When all PWs in any project application have been completed, a project summary must be submitted by the Sub-grantee to the PAO and GAR. State and Federal inspectors will conduct a final inspection of the project to verify the project's completion. Final inspection documents will then be prepared and forwarded to the FCO for the preparation of any closing supplements.

Insurance Coordination Procedures

Most PA Grants will not be processed until insurance coordination with the appropriate carrier has been completed. County and Local government Risk Managers must ensure early turnaround of insurance documents and disaster assessment documentation. The FDEM, Recovery Bureau, and Public Assistance Section will administer all PA grants, agreements and contracts.

Additional Disaster-Specific Grant Programs

Other disaster-related grant programs that the State and Bay County may be eligible to apply for include:

- Community Disaster Loan Program – Provides funds to any eligible jurisdiction in a designated disaster area that has suffered a substantial loss of tax and other revenue.
- Fire Management Assistance Grant Program – Assistance for the mitigation, management, and control of fires on publicly or privately owned forests or grasslands, which threaten such destruction and would constitute a major disaster.
- Hazard Mitigation Grant Program – Provides grants to states and local governments to implement long-term hazard mitigation measures after a major disaster declaration.
- Reimbursement for Firefighting on Federal Property – Provides reimbursement only for direct costs and losses over and above normal operating costs for fighting fire on property owned by the Federal government.

Debris Management

The EOC Public Works Branch is responsible for debris management. During the recovery from a major disaster, such as a hurricane, debris removal will be divided into two separate phases:

Phase I – Debris Clearance: Clearance of debris that hinders search and rescue operations and immediate life-saving actions and which may pose an immediate threat to public health and safety. This activity will be accomplished with Local government resources, aid from neighboring counties and State assistance agencies, contracted private providers, and volunteers.

Phase II – Debris Removal: Removal of debris that hinders the orderly recovery of the community. Due to the potential of being monumental in scale, this phase of the operation will be conducted in large part by the Corps of Engineers, who are mandated by the National Response Framework to provide such services, following the issuance of a Presidential Declaration of Natural Disaster.

The Public Works Branch has the responsibility for the overall coordination of debris removal efforts to include securing all required State and Federal agency environmental permits. Emergency debris removal efforts will focus on clearing major transportation arteries in an effort to allow the movement of emergency vehicles, supplies, resources and traffic. After the restoration of the major transportation arteries has been completed, debris will then be removed from collector roadways, residential/local roadways, and public parks. The Florida Department of Transportation (FDOT) is responsible for clearing debris from State and Federal roads in major arterial systems.

In an effort to minimize the impacts on remaining landfill capacities, alternate means of debris disposal will be utilized whenever possible. Vegetative debris will be burned or chipped. Burning will not be used when it creates a public health hazard. The Public Works Branch will identify suitable burn sites.

It is anticipated that significant numbers of personnel with engineering and construction skills, along with construction equipment and materials, will be required from State and Federal agencies and from resources located outside of the affected area(s). The acquisition and deployment of these resources will be coordinated among the EOC Logistics Section and Public Works Branch. As a contingency mechanism, Bay County maintains continuing contracts for support of debris management activities. The County Attorney's Office will develop entry procedures for debris removal from private property in the event that such procedures are required. The Purchasing Department is responsible for all emergency period contracts.

Individual Assistance

Disaster Recovery Centers (DRC)

Following a disaster of such magnitude that far exceeds Bay County's and the State's ability to meet the needs of the community and results in the requesting and granting of a Presidential Disaster Declaration, the EOC shall, at the request of FEMA or FDEM, establish DRC(s) for individuals seeking recovery

assistance. The Chief of EMD, or designee, will coordinate with the state, pre- and post-event, regarding the need for and location(s) of the DRC(s). The County, State and FEMA staffs jointly share the responsibility of choosing the location for the DRC(s). Joint State and FEMA managers provide overall management of the DRC(s). These sites shall be established at geographically strategic sites providing all affected citizens with access to available programs and shall provide representatives from numerous Federal, State, local, and private relief agencies. Locations of the centers, as well as information on FEMA's tele-registration program, shall be made known via the Public Information Officer and other available information outlets. Refer to DRC SOPs for more details.

Tele-registration is the planned primary mechanism for persons impacted by a disaster to register and receive disaster information and assistance. Applicants may call 1-800-621-FEMA (3362) (hearing/speech impaired ONLY-Call TTY: 1-800-462-7585) to apply for assistance. Applicants may also apply in person at a DRC for emergency assistance or apply online or by mail:

Some of the services that a DRC may provide include:

- Guidance regarding disaster recovery,
- Clarification of any written correspondence received,
- Housing Assistance and Rental Resource information,
- Answers to questions, resolution to problems and referrals to other public and private non-profit agencies that may provide further assistance,
- Status of applications being processed by FEMA, and
- Small Business Administration (SBA) program information if there is a SBA Representative at the Disaster Recovery Center site.

Individual Assistance Programs (IA)

The following federal grant programs are available to individuals following a disaster:

- Disaster Assistance – Disaster assistance is money or direct assistance to individuals, families and businesses in an area whose property has been damaged or destroyed and whose losses are not covered by insurance. It is meant to help victims with critical expenses that cannot be covered in other ways. This assistance is not intended to restore damaged property to its condition before the disaster.
- Crisis Counseling – Provides supplemental funding to States for short-term crisis counseling services to people affected in Presidential-declared disasters.
- Disaster Legal Services – When the President declares a disaster, FEMA, through an agreement with the Young Lawyers Division of the American Bar Association, provides free legal assistance to disaster victims. This may include assistance with insurance claims, landlord-tenant problems, consumer protection, and the replacement of wills and other documents.
- Disaster Unemployment Assistance – The Disaster Unemployment Assistance program provides unemployment benefits and re-employment services to individuals who have become

unemployed because of major disasters. Benefits begin the date the individual became unemployed due to the incident and can extend up to 26 weeks after the Presidential declaration date.

- Small Business Administration Disaster Loans – The SBA can make federally subsidized loans to repair or replace homes, personal property or businesses that sustained damages not covered by insurance.

Community Relations

The Chief of the EMD or designee will act as the County Community Relations Coordinator. Trained volunteers will assist the Community Relations Coordinator in this capacity. The Community Relations Team, in conjunction with the Damage Assessment Group, will determine the most critically damaged or impacted areas for the FEMA/State Team to focus on. The various Municipalities, Chamber of Commerce, ministerial associations and other civic organizations will be contacted to assist in assessing the community needs.

The roles and responsibilities of the Community Relations Team include:

- Recruiting local participants in the Bay County area to be part of the FEMA/State/Local Community Relations Team during a Presidential Declared Disaster in Bay County.
- Disseminating and collecting information vital to the disaster victims in order for them to recover from the declared disaster. Flyers, applicant guides, published notices, and televised releases in the public media will be provided for disaster victims to tele-register for Disaster Assistance.
- Reporting any disaster victim's unmet needs to the Human Services Branch.
- Providing the disaster victim with an opportunity to tell their story to a responsive Community Relations Team member.
- Maintaining on-going communications with Community leaders/organizations and Local government officials regarding disaster issues and the disaster applicant process.
- Performing other roles and responsibilities as outlined in the State's Community Relations SOP and Community Relations Field Guide.

Unmet Needs Coordination

Unmet needs are any disaster-related losses experienced by the victim that cannot be provided for by the programs available from Local, State, or Federal government agencies due to the victim's ineligibility for such services or the unavailability of the goods or services. During the recovery phase, a collaborative effort is established between government and the private non-profit community.

During the long-term recovery phase, all unmet needs will be forwarded to the Chief of the EMD. The Chief of EMD, Municipalities and Local officials will meet to help identify unmet needs. With assistance from the volunteer groups, the Chief of EMD will utilize existing lists of Community service providers, local churches, community outreach programs and Municipalities to fulfill all requests for unmet needs.

National Flood Insurance Program (NFIP)

Bay County participates in the NFIP. Portions of Bay County are in a special hazard flood zone. Citizens cannot buy flood insurance if their local jurisdictional government does not participate in the program. Bay County also participates in the CRS, which allows communities to have an impact on the rates paid by their citizens for flood insurance. Communities are classified as Class 1 (most premium reduction allowed) through Class 10 (no reduction allowed). Communities not participating are classified as Class 10. Bay County has a community rating of 5.

“Integration of the Local Mitigation Strategy into the Local Comprehensive Plan - Bay County Profile” prepared by the Florida Department of Community Affairs in 2006, Bay County has approximately 119,035 acres located in 100-year flood zone. Approximately 75% of this land was in agricultural use; 10% was undeveloped with 25% of that designated for agricultural development; 6% was used for government, institutional, hospitals or educational purposes; and 4% was parks, conservation areas or golf courses. Because the approved land use within the flood zone is not expected to change, there are limited development densities within the wetlands and flood plains. The Comprehensive Land Use Plan is the basis for rebuilding, building, and planning within the flood plains. All recovery actions, both short and long term, must be completely addressed through the Comprehensive Plan.

Emergency Housing

The Chief of the EMD is responsible for coordinating the effective planning for temporary housing for the uninsured residents of Bay County displaced by a disaster. The Chief of EMD will work closely with State, Federal, and Local agencies to expedite any necessary processes to establish alternate long-term housing options for displaced residents. The local ARC, Panhandle Chapter will provide for short term housing needs of uninsured disaster victims. Local Churches, Low Income Housing, and Federal Disaster Housing Assistance will help to address the longer term housing needs of the low income disaster victims, when available and where identified.

Emergency/Disaster Support Other Than Public Assistance or Individual Assistance

Bay County and its citizens may be eligible to receive other emergency recovery assistance provided through non-disaster specific grant programs including:

- Community Services Block Grant (CDBG) – Localities use the funds to support a variety of services that help low-income people. Services typically assist with childcare, employment, education, emergency services, health care, housing, nutrition, transportation, youth development, and coordination of resources and community participation.
- Low-Income Home Energy Assistance Program (LIHEAP) – LIHEAP will provide a one-time benefit to eligible households to be used for energy bills. The amount of the benefit is determined by income, household size, fuel type and geographic location.

- Low-Income Home Repair Program (LIHRP) – LIHRP provides grants to Local agencies administering the Weatherization Assistance Program to assist low-income people, especially the elderly and physically disabled, with emergency housing repairs that affect the health and safety of residents. These funds provide for repairs that might be left undone with only weatherization funding.
- Home Investment Partnership Program (HOME) – Participating jurisdictions may choose among a broad range of eligible activities: using HOME funds to provide home purchase or rehabilitation financing assistance to eligible homeowners and new homebuyers; build or rehabilitate housing for rent or ownership; or for “other reasonable and necessary expenses related to the development of non-luxury housing,” including site acquisition or improvement, demolition of dilapidated housing to make way for HOME-assisted development, and payment of relocation expenses.
- State Housing Initiative Partnership Program (SHIP) – The SHIP Program provides funds to local governments as an incentive to produce and preserve affordable housing through the creation of a partnership between the public and private sectors. The funds are derived from the collection of documentary stamp tax revenues, which are deposited into the Local Government Housing Trust Fund, based on a population-based formula.

Hazard Mitigation

Introduction

Mitigation efforts includes those activities, policies or programs developed and adopted by government officials that will prevent, reduce or alleviate the impact caused by disasters or emergencies on property, population and the environment. Proper and coordinated planning is a prerequisite to effective and efficient procedural changes required in order to address hazard mitigation. Bay County currently participates in several pre/post-event mitigation programs. These programs are designed to minimize the risk to residents, lessen damage to public and private properties and reduce the detrimental effects to critical infrastructure. The goal is to ensure that mitigation activities, initiatives and outreach are coordinated in an efficient manner and provide vulnerability reduction and support to our community, critical infrastructure and key resources.

Hazard mitigation planning is an essential function for Bay County that has an on-going, significant impact on our vulnerable community. Our County has a State & FEMA approved LMS, which expires on 9/8/2020, which determines the most beneficial mitigation measures for the entire County. The LMS is a multi-jurisdictional hazard mitigation plan where each municipality should be involved in the planning process and officially adopt the plan. Bay County has incorporated a Mitigation Annex into this CEMP.

Lead Agency

The EMD is the lead agency for all mitigation activities in the County. The Chief EMD has the responsibility for directing all pre/post-disaster mitigation activities and for coordinating mitigation activities with and through the LMS Team. LMS team members currently include designees from the Bay County EMD, Development Services, Planning & Zoning Division, and Geographic Information Systems; Florida State University Department of Urban and Regional Planning; cities of Callaway, Lynn Haven, Mexico Beach, Panama City, Panama City Beach, Parker and Springfield; and Gulf Coast Community College.

2009 Comprehensive Plan

Several elements of Bay County's 2009 Comprehensive Plan address hazard mitigation issues. Including among the issues addressed by the comprehensive plan are:

- Reestablishment of non-conforming uses (i.e., structures) after damage.
- Limitations on residential densities in the coastal planning area based upon consideration of populations to be evacuated during hurricane emergencies.
- Locating educational facilities outside of velocity flood zones, floodways and Coastal High Hazard Areas.
- Compliance with the public shelter requirement of s.235.26(9)(a) and (b), F. S.
- Highway access and improvements to allow for more effective and efficient hurricane evacuation and evacuation clearance times.
- Establishment of temporary construction and demolition, Class III and yard debris processing facilities during declared emergencies.
- Reducing flooding potential from increased storm water runoff generated from development.
- A requirement for evaluation of flooding that may be caused by the development of vacant land adjacent to existing developed areas.
- Flood attenuation.
- Limitations on the location of evacuation-intensive facilities in certain flood zones.
- Participation in the NFIP.
- Continued implementation of the County's Flood Damage Prevention Ordinance.
- Development density and construction requirements in Coastal Planning Areas.
- Restrictions on development and development subsidies in Coastal High Hazard Areas.
- Marina mitigation and evacuation.

Community Emergency Preparedness Initiatives

The County's LMS and CRS teams provide public information programs that educate the general public on ways to minimize the impacts of disasters. Public outreach programs coordinated by the CRS team have engaged the community in the local mitigation planning process, shaped the goals, priorities, and content of the plan and provided information and education to the public regarding ways to be more protected from the impacts of future disasters. The LMS and CRS teams have been, and will continue to be, active

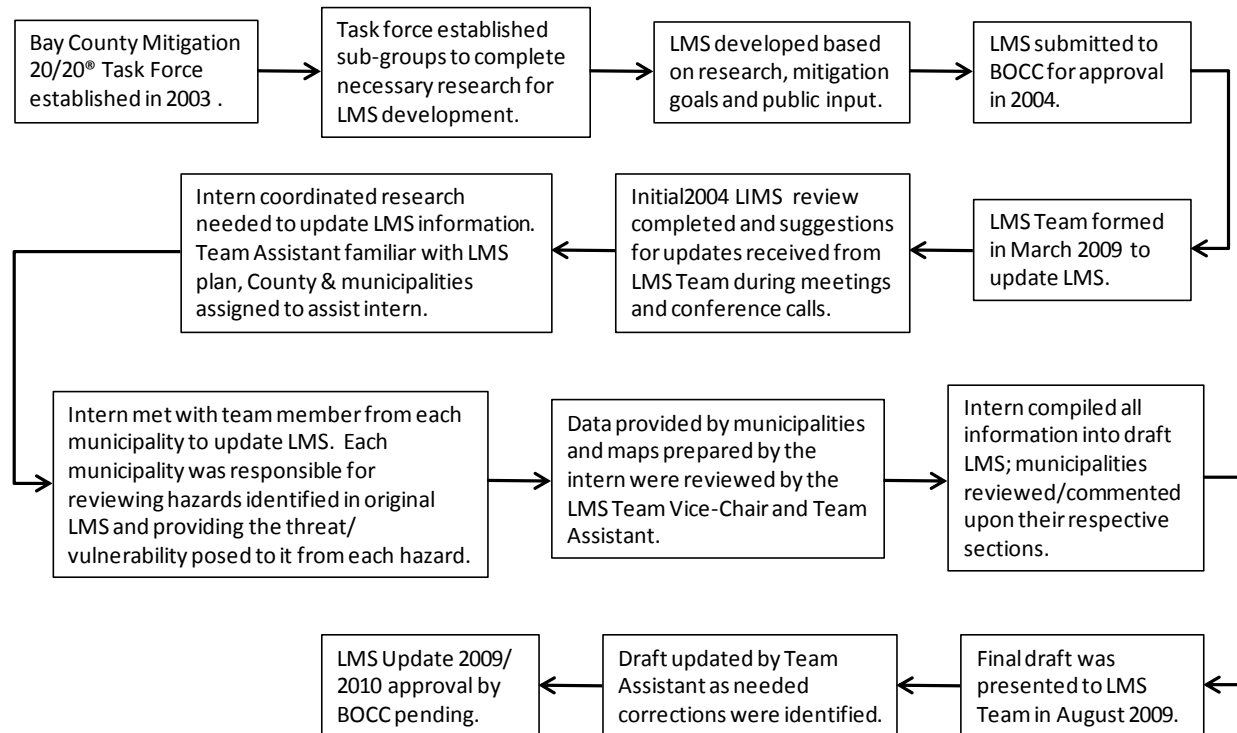
in communicating with the public and attempting to involve interested members of the community in the planning process. All meetings will be advertised and public comments solicited.

Pre-Disaster Hazard Mitigation Activities

Pre-disaster mitigation activities are the responsibility of the EMD. The EMD, through the LMS process, coordinates pre-disaster mitigation activities. The Bay County LMS identifies the hazards to which Bay County is vulnerable; assesses the facilities and structures that are most vulnerable to all hazards; offers a prioritized list of mitigation projects to take advantage of available funding; and links mitigation projects to these sources of funding. The LMS is hereby incorporated into the CEMP by reference.

Pre-disaster hazard mitigation activities and hazard vulnerability are described in detail in the Bay County LMS; a summary of vulnerabilities and at risk areas within the County can be found in Section 4.9 of the LMS. The LMS is a community-based plan to make the County and local municipalities more resistant to natural hazards. The mitigation project priority list is also supplied in the Bay County LMS. The LMS is available from the Bay County EMD.

Figure 38. LMS Planning Process



The EMD is responsible for coordinating and maintaining the Bay County LMS. The LMS Team will meet at least annually, and the LMS will be updated according to the established annual and five-year planning schedule. The LMS will also be updated when major changes occur within the County that affect the mission of the LMS and/or projects pending on the prioritization list, changes have been made to other planning mechanisms (i.e., the Comprehensive Plan) that impact the LMS plan, and recent disaster events change the mitigation efforts undertaken by the County and/or municipal jurisdictions. The process by which enhancements to the LMS are made starts with suggestions from the Bay County LMS Team and concludes with approval by the Bay County Board of County Commissioners.

Pre-Disaster Hazard Mitigation Functions

Hazard mitigation, under sections 404 and 406 of the Stafford Act, is any action taken to reduce or eliminate the long-term risk to human life and property from natural hazards. While Bay County is performing normal daily repair or restorative work throughout the County it should consider mitigation methods that will prevent or reduce damage in future incidents thereby reducing future damage costs. One of the objectives of the pre-disaster mitigation program is to identify vulnerable structures and critical infrastructure that require improvements or hardening. These projects can be pursued on a project-by-project basis, and a positive benefit/cost ratio must exist to ensure that the additional work will be achieving the highest benefit in relation to cost. Mitigation is accomplished by completing additional work beyond the scope of normal repairs and/or code requirements in order to reduce the vulnerability to future disaster related damages.

Mitigation planning is provided through the state sponsored LMS and carried out by the Bay County LMS Team that consists of representatives from various phases of the community including County departments, municipalities, a public university, and a private sector agency. Day-to-day supervision of the LMS is accomplished by EMD personnel.

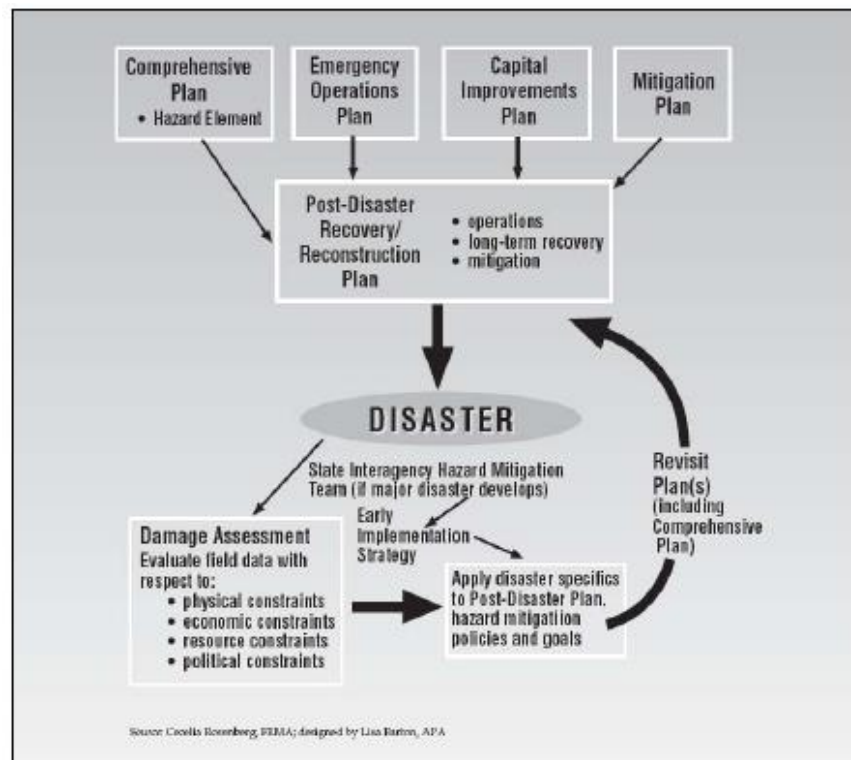
The LMS contains a full hazard mitigation plan covering virtually any hazard that might occur in Bay County. It also includes numerous recommended mitigation projects and a summary of possible funding sources. Please refer to the Bay County LMS for more detailed mitigation information.

Post-Disaster Hazard Mitigation Activities

The Bay County EMD is also responsible for coordinating local agency participation in post-disaster mitigation activities. Local agencies involved in these operations will vary according to the specifics of each event. EMD staff will contact all agencies for post-disaster mitigation activities and notify them as to their role in these operations.

Post-disaster, Bay County will be conducting repair and restorative work to critical infrastructure throughout the County. During this repair/restoration, the County should consider instituting mitigation methods that will prevent or reduce damage from future incidents thereby reducing future repair/restoration costs.

Figure 39 Post-Disaster Mitigation Process



Post-Disaster Hazard Mitigation Functions

The Chief of the EMD is responsible for coordinating local agency participation in post-disaster mitigation functions. The implementation of existing mitigation functions will be accelerated as a result of the arrival of outside assistance in the aftermath of a disaster. Post-disaster mitigation functions include Initial Damage Assessment (IDA), restoring of essential services, mitigation assessment, documenting flood data, compiling damage reports, and assessing condition of critical infrastructure.

Concept of Operations

Bay County operates under the Incident Command System (ICS) during emergency operations. This system is especially effective for managing response and recovery operations that involve multiple agencies each working on various interrelated tasks. The organization system employed during mitigation activities is streamlined in large part because the Bay County EMD has the primary responsibility for nearly all aspects of pre/post-disaster mitigation. Although there are times when the EMD receives assistance from supporting agencies, the vast majority of mitigation activities are carried out directly by EMD staff.

The LMS process of assessing hazards and prioritizing activities serves as the primary mitigation activity of the County. The LMS Team is a multi-agency, public/private group that is responsible for maintaining and updating the County's LMS. This team provides a forum for public sector and private sector entities to share information, resources and methodologies regarding mitigation. This includes discussing development trends, structural hazard mitigation (flood-proofing, wind-proofing, storm water management projects, flood plain management projects, infrastructure hardening and acquisition and demolition), and non-structural mitigation (regulatory: zoning, land development regulations, and permitting fees, financial incentives: ad valorem tax breaks on retrofitting improvements, insurance premium reductions, and financing for structural hardening funding) as well as identifying vulnerable infrastructure and prioritizing community mitigation initiatives. The LMS Team Chair is responsible for keeping a listing of LMS priority projects, applying for funding, and cultivating public/private involvement in accomplishing the goals to further the implementation of mitigation in the community.

The Bay County BOCC is the governing body for mitigation policy and procedure before and after a disaster. The Chief of DES presents recommendations to the BOCC for final approval. The Property Appraiser will support the Bay County EMD by providing technical expertise regarding property values, damages and losses to properties as a result of a disaster.

Bay County Facilities Maintenance Division, Zoning Department, Code Enforcement and the other Municipal Building and Public Works Departments will provide support to the EMD in identifying mitigation activities that could reduce the vulnerability for damage and loss of public infrastructure, businesses, and housing from natural and man-made disasters.

Bay County Public Works and Utilities Departments and the Municipal Public Works Departments will assist the EMD in identifying potential road, bridge, culvert, water, and sewer mitigation projects.

The EMD is responsible for coordinating all mitigation planning with assistance from a number of supporting agencies. Lead and participating agencies for mitigation activities are described in **Table 11**.

Table 11. Agency Responsibilities for Hazard Mitigation

Agency and Position Description	Pre-Disaster Mitigation	Post-Disaster Mitigation
Bay County Emergency Services Chief	L	L
Bay County Emergency Services Emergency Management Planner	P	P
Bay County Facilities Maintenance Manager	P	P
Bay County Public Works Director	P	P
Bay County Engineering Services Manager	P	P
Bay County Roads & Bridges Manager	P	P
Bay County Risk Management Director	P	P
Bay County Utility Services Director	P	P
Bay County Builder's Services Manager	P	P
Bay County Code Enforcement Manager	P	P
Bay County Zoning Superintendent	P	P
City of Callaway Fire Chief, Planning Director, Water/Sewer Division Superintendent and Street Division Superintendent	P	P
City of Lynn Haven Building Safety Director, Development & Planning Director, Public Utilities Director, Public Works Director and Fire Chief	P	P
City of Mexico Beach Public Safety Chief, Public Works Director and Building & Codes Director	P	P
City of Panama City Engineering Director, Fire Chief, Planning and Land Use Director, and Utilities Director	P	P
City of Panama City Beach Building Inspector, Zoning Director, Fire Chief, Public Works Director and Water Director	P	P
City of Parker Fire Chief, Public Works Supervisor, and Planner	P	P
City of Springfield Fire Chief and Public Works Director	P	P
Federal Alliance for Safe Homes Public Outreach Coordinator	P	P
Florida Department of Financial services Insurance Specialist	P	P
Florida Division of Forestry Wildfire Mitigation Specialist	P	P

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Florida Floodplain Managers Association, Region 3 Coordinator	P	P
ARC Central Panhandle Chapter Disaster Services Director	P	P
West Florida Regional Planning Council Emergency Preparedness Planner	P	P

L = Lead Agency

P = Participating Agency

Planning Assumptions

The EMD will notify all participating agencies required for mitigation operations, coordinate all mitigation activities required to identify potential mitigation projects and initiatives, coordinate the application process for mitigation related grants, and serve as the grant administrator for all mitigation grants.

Personnel resources for daily operations in Bay County are limited. In the aftermath of a disaster, these resources are stretched even further. As a result, the County relies in large part on information generated by EMD and Public Works during the local damage assessment process, the prioritized project list from the Bay County LMS, and overall guidance from the EMD Chief or his designee in determining specific mitigation priorities following a disaster. The Bay County EMD has initiated mutual aid agreements with outside agencies to alleviate shortfalls in resources and personnel.

Coordination of Mitigation Activities

The EMD will serve as the organization responsible for coordinating mitigation activities for lead and participating agencies. The Bay County EMD Chief or his designee is the person responsible for this task with assistance from one or more other LMS and/or CRS team members. In particular, the LMS and CRS teams are responsible for providing information to citizens on how they can prevent disaster damages in the future.

In Bay County, much of the work involved in identifying opportunities for possible mitigation activities is carried out during the pre-disaster mitigation phase (e.g. during the mitigation project identification process). Opportunities for mitigation are also discovered during the initial and preliminary damage assessments and throughout the public assistance processes. The participating agencies noted above, working in conjunction with the EMD and Public Works Branch, document damage to public infrastructure, businesses and residences. The EMD, along with input from participating agencies, then considers the information gathered during the recovery phase and determinations are made regarding potential mitigation projects.

Coordination of Mitigation Activities with Municipalities and the State

The Bay County EMD Chief or designee will be responsible for coordinating mitigation activities with the municipalities and the State EOC. The Mayors of the City of Callaway, the City of Lynn Haven, the City of Mexico Beach, the City of Panama City, the City of Panama City Beach, the City of Parker and City of Springfield (or designees) will be updated throughout the response, recovery, and mitigation phases of the incident. The EMD Chief or designee will coordinate on an as needed basis with the Bureau of Recovery and Mitigation at the FDEM

Mitigation Assessment

The Bay County EMD is the lead agency charged with post-disaster mitigation assessment. The Chief EMD, or designee, has the primary responsibility for assessing mitigation needs in the post-disaster environments.

Equipment and Resources Necessary for Mitigation Assessment

The Bay County EMD Chief will be responsible for ensuring all equipment and resources necessary for mitigation assessment are available when needed. Vehicles used for mitigation assessment include city and County government vehicles as well as personal vehicles.

Training Procedures for Mitigation Personnel

Personnel involved in mitigation activities will receive on-going training according to their individual needs. The Bay County EMD will work with all mitigation assessment team members to ensure that all training needs are met. The primary source for mitigation training is the FDEM.

Structural Hazard Mitigation Initiatives

Several on-going initiatives are illustrated in **Table 12**. More initiatives can be found in the Bay County LMS.

Table 12. Bay County Structural Mitigation Initiatives

Category	Agencies	Initiative
Reduce Risk	Bay County Engineering Department's Stormwater Management Group	Maintenance and upgrade of drainage infrastructure
Reduce Risk	Bay County Builders Services Department	Retrofit of structures subject to flooding hazards

Non-Structural Mitigation Activities

Several on-going initiatives are illustrated in **Table 13**. Additional initiatives can be discussed in the Bay County LMS.

Table 13. Bay County Non-Structural Mitigation Initiatives

Category	Agencies	Initiative
Land Use and Zoning	Bay County Board of County Commissioners, municipal governing bodies	Develop and/or implement ordinances/codes to limit density in Coastal High Hazard Areas and beach areas.
Building Codes	Bay County Builders Services Department, municipal building departments	Enforce respective building standards in place for VE coastal construction and other flood zones.
Reduce Consequences	Bay County Traffic Engineering Department	Monitor evacuation traffic and adjust traffic signal timing to expedite traffic flow.
Decrease Vulnerability	Bay County EMD	Review Development Orders and recommend procedures and practices to reduce vulnerability and susceptibility to risk.
Public Education	Bay County Builders Services Department	Builder and developer workshops

Local Government Status in the National Flood Insurance Program

Bay County is a participant in the NFIP as has a CRS score. The CRS Coordinator, an employee of Bay County's Planning and Zoning Department, conducts Bay County's participation. Bay County citizens may receive flood zone determinations or CRS information from the Planning and Zoning Department's office. The cities of Callaway, Lynn Haven, Panama City and Parker also participate in the NFIP. As much of Bay County's development is adjacent to the bay system, it is anticipated that should a major hurricane strike our area, many structures, both private and public, would have to be rebuilt or replaced by structures meeting NFIP standards. To support Federal mitigation efforts that are associated with the NFIP, Bay County participates in the Flood Mitigation Assistance Program and hosts local workshops to educate residents on flood damage reduction techniques.

Process for Identifying Mitigation Opportunities in the Post-Disaster Environment

The Chief of the Bay County EMD is responsible for coordinating all recovery operations in the County. As a result of this active role in the recovery process, the Chief and the rest of the EMD are well poised to identify opportunities for future mitigation projects such as elevation and/or acquisition of flood prone structures, drainage improvement projects, and infrastructure enhancement projects. The EMD works closely with the damage assessment teams in the field and the building inspectors for Bay County and the municipalities to identify potential mitigation opportunities.

Additionally, an "Event Log" has been created to record post-disaster recovery information for future review and analysis. This log includes photographs of all locations (residences, roads and other structures) that were damaged as a result of the disaster and a GIS map depicting the location, address, and municipal jurisdiction of the property. The log also includes damage reports and estimates and where/which department the problem was referred to for mitigation.

Process to Manage Mitigation Assistance Funds

Participating funding made available for local mitigation initiatives under established 406 guidelines will be improved to the available economic ability and in accordance with Federal, State, and/or local regulations and policies as may be applicable. Approved HMGP/CDGB funding will be administered in the same manner consistent with policies outlines within the LMS.

PREPAREDNESS ACTIVITIES

General Issues

CEMP Development and Maintenance

The Chief of the EMD is responsible for the development and maintenance of the CEMP as well as ensuring that necessary revisions are prepared, coordinated, published and distributed.

Preservation of Vital Records and Databases

During emergency operations, all County departments, constitutional officers, Municipalities, and volunteer agencies of Bay County must insure the preservation of vital records/documents deemed essential for continuing government functions. These records are also necessary for the rapid recovery from the effects of a disaster.

Forms and system back-ups, including database platforms, are stored in a secure, fire proof media storage safe located in the Public Works facility. County financial records and purchasing history are maintained by the County Clerk of Court. Tape backups of all Clerk of Court records are stored offsite. Local recovery will be accomplished by the Information Services Division (ISD) according to established departmental procedures.

In the event that an emergency alternate location for the seat of government is necessary as a result of a natural disaster, the Continuity of Operations (COOP) Executive Management Team shall be responsible for activating the COOP plan for executive agencies to use in preparation of removal to an emergency alternate location.

The COOP Plan for Bay County agencies contains:

Procedure for determining which personnel, records, equipment and supplies are to be considered “essential” and, therefore, will be pre-staged and/or scheduled for removal to the alternate location.

The method or methods by which records, equipment and supplies are to be pre-staged and/or prepared for physical removal from their usual locations to the emergency alternate location.

The precautions to be taken and steps to be followed to preserve and protect vital records and databases.

Registration of Persons with Special Needs

State Law requires the Bay County EMD to conduct an annual voluntary registration program to identify those persons within a County who need transportation assistance during a disaster. The Bay County Warning Point maintains the Persons with Special Needs (PSNs) registry for those individuals within the County who require assistance during evacuation and sheltering because of physical or mental handicaps. At the present time the registry averages 2,033 registered persons with special needs. The registry will

be used by the Emergency Operations Center during such time evacuations are required. EMS shall transport bedridden special needs clients to special needs shelters and area hospitals.

PSNs may be registered by either self-registration or through agency registration, and registration updates are required monthly. PSNs may self-register by calling the County Warning Point and verbally requesting to be registered. A dispatch operator will complete the registration form based on information provided by the caller. Additionally, the PSN can request a registration form be sent to them for completion and return it to the EOC for inclusion in the PSN Registry. Finally, PSNs may be registered by all appropriate agencies and community based service providers, including home health care providers. Agencies will provide registry information on PSNs via the noted form or use the Special Needs Tracking and Registration website at www.floridadisaster.org/getaplan provided by FDEM at no charge to all agencies required to submit this information IAW Florida Statute 252.

Public Awareness & Education

The Training and Safety Coordinator from DES serves as the Emergency Training and Education Coordinator. As such, the Training and Safety Coordinator is responsible for emergency-related public education and information throughout the year. Following are some local means of public information dissemination:

Handouts in motels and tourist centers

Publication of emergency preparedness information in the local telephone directory

Bay County's Emergency Management Handbook, prepared and distributed by the Bay County Board of County Commissioners

Preparedness brochures developed and distributed by community service organizations (i.e., The Agency for Persons with Disabilities)

Bay County Emergency Management webpage crawler updates

Annual hurricane exercise

Information is communicated to the public throughout the year about hazards, vulnerabilities and disaster preparedness. Venues include: the Bay County website (<http://www.baycountyfl.gov>), television interviews, on-site presentations to community groups, and numerous printed materials, including a disaster preparedness guide to every household receiving The News Herald, Bay County's local newspaper. Additionally, public outreach programs coordinated by the CRS Team have engaged the community in the local mitigation planning process.

Public education promotions and on-site presentations are conducted especially during the following annual events:

Hazardous Materials Awareness Week	February
Hazardous Weather Awareness Week	February
Be Kind to Animals Week	May
Hurricane Preparedness Week	May
National Night Out	August
Bay County Fire Prevention Fest	October

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Cops and Kids
Family Safety Awareness Week

October
December

During evacuations, changeable highway message signs are permanently installed at several locations along evacuation routes and several portable signs are available through the Bay County Sheriff's Office especially to communicate to the evacuating public. The DES mass notification system AlertBay will also be utilized as well as social media platforms.

Public Service Announcements

Public Service Announcements are pre-drafted and available for editing in the EOC under the direction of the PIO. These drafts cover a wide variety of probable disaster scenarios.

Recovery Information

Communication to the public is vital following a disaster. The EMD will provide recovery information for dissemination to the public, including the location of DRC(s). Mass media is the primary communication method, followed by printed materials distributed by field personnel. Information will also be available on the on line at the Bay County website.

Maps of Evacuation Zones and Routes

Evacuation zone maps may be viewed on on-line at the Bay County website (<http://www.co.bay.fl.us/gis.php>).

Please refer to **Figure 30** for a map of the Bay County evacuation routes.

Exercises

Exercises/drills will be conducted through EMD under the auspices of the Chief of the DES.

The purpose of the exercise process is to produce an opportunity for Bay County, with private organizations and other governmental agencies, to learn roles and responsibilities in a disaster. These inter-agency exercises maybe tabletop, functional, drill or full-scale exercises. The exercise process is designated by the State of Florida, Division of Emergency Management.

At a minimum the following agencies will be requested to participate in the County Exercise Program.

County Emergency Medical Services
County Health Department
County Sheriff and municipal police departments
All fire departments (County, municipal and volunteer)
All hospitals, nursing homes, and nursing practices
ARC
Salvation Army
County Schools and Community College
Civil Air Patrol
BACARs

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All other groups and agencies having disaster response capabilities (i.e., ARC Central Panhandle Chapter, The Salvation Army, etc.).

Federal, state and regional governmental agencies may also participate in Bay County exercises. These may include the U.S. Army Corp of Engineers, U.S. Coast Guard, U.S. Navy, the National Weather Service, FDEM, Florida Fish & Wildlife Conservation Commission, and the West Florida Regional Planning Council.

Generally exercises are conducted on at least an annual basis unless actual occurrences satisfy experience requirements. Each agency or institution is encouraged to participate in a minimum number of exercises in order to certify the institution or to comply with policies relating to the institution. Drills should be conducted periodically in order to evaluate the performance of personnel and determine the effectiveness of the plan and the SOPs. Inter-agency exercises are incorporated and conducted in conjunction with the County's annual exercise or during actual events. Each agency is notified and requested to participate to test, at a minimum, their agency activities pertaining to communications, activation, coordination and use of resources.

Regional coordination efforts are enhanced by the presence of collaborative regional organizations that include representation from many different jurisdictions and different disciplines. Regional Terrorist Exercises are conducted annually through the North West Regional Domestic Security Task Force (RDSTF). The annual exercise cycle usually includes County involvement in a functional exercise in the spring/summer, a full-scale exercise in the fall, RDSTF functional and/or full-scale exercises, and 3 to 4 smaller tabletop and functional exercises throughout the year based on need and environment.

All exercises will be evaluated according to the requirements of the Homeland Security Exercise Evaluation Program (HSEEP). The HSEEP is a capabilities and performance-based exercise program that provides a standardized policy, methodology, and language for designing, developing, conducting, and evaluating all exercises.

At the conclusion of each exercise, the EMD seeks feedback and analysis from exercise participants. These responses are collected and analyzed, and a list of deficiencies is generated. These deficiencies are translated by staff into an After-Action Report (AAR) and Improvement Plan (IP) containing measurable goals for improvement. These goals will be tracked in an attainment database as part of Bay County's Quality program.

Exercises may also be conducted for individual EOC Sections and Branches, as needed.

Training

The Bay County DES Training and Safety Coordinator will be responsible for emergency preparedness training; however, they have no authority to require any agency or department other than the EMD to participate in training programs.

The Coordinator will recommend key personnel to attend applicable FDEM and FEMA training courses/classes whenever possible. Each department or agency is encouraged to participate in specific training as it relates to their emergency response functions. Many departments and agencies conduct

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their own specialized training as required by law or department policy. The EMD provides notification of all available training programs offered by the ARC, FDEM, and the West Florida Regional Planning Council.

Training needs for personnel involved in EOC operations is indicated.

Table 14. Recommended Training

Recommended Training	Operations Section				Logistics Section	Planning Section	Finance/Admin Section	PIO	Liaison Officer	Safety Officer	Elected Officials
E273 Managing Floodplain Development						R					O
E278 NFIP/CRS						R					
E779 Orientation to Disaster Response Operations						R					
E388 Advanced PIO						O		R			
E900 All-Hazards Preparedness & Response						R					
E901 All Hazards Recovery & Mitigation						R					
E905 IEMC Hurricane Preparedness & Response						R					
IS 120 Introduction to Exercises					O	R	O	O	O	O	O
IS 700 NIMS					M	M	M	M	M	M	M
ICS 100 Introduction to ICS					M	M	M	M	M	M	M
ICS 200 Basic ICS					M	M	M	M	M	M	M
ICS 300 Intermediate ICS*					M	M	M	M	M	M	M
ICS 400 Advanced ICS*					M	M	M	M	M	M	M
IS 800 National Response Framework					M	M	M	M	M	M	M
IS 230 Fundamentals of Emergency Management					R	R	R	R	R	R	O
IS 235 Emergency Planning Course					O	R	O	O	O	O	R
IS 240 Leadership and Influence					O	R	O	O	O	O	R
IS 241 Decision Making and Problem solving					O	R	O	O	O	O	
IS 242 Effective Communication					O	R	O	O	O	O	
IS 244 Developing and Managing Volunteers					R	O			R		

BAY COUNTY, FLORIDA
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

IS 279 Retrofitting Flood-Prone Buildings						O					
IS 317 CERT Train-the-Trainer						O			R		
IS 362 Multi-Hazard Emergency Planning for Schools						O			O		
IS 631 Public Assistance Operations 1						R					
IS 708 Rapid Damage Assessment						R					
G110 EOC Management Operations						R					
G130 Exercise Evaluation Course					O	R	O	O	O	O	O
G191 ICS/EOC Interface					R	R	R	R	R	R	R
G202 Debris Management						R				R	O
G250.7 Local Situation Assessment					R	R					
G276 Resource Management					R	R					
G290 Basic PIO						O		R			
G386 Mass Fatalities						R					
G393 Mitigation for Emergency Managers						R					
G549 COOP Managers Course						R	O	O	O	O	O
G908 Joint Information System						R		R			

M =

R = Recommended O = Optional Mandatory

* Specific positions only - please verify with Chief of the DES

FINANCIAL MANAGEMENT

Authority to expend funds in emergency management operations is contained in Florida Statute 252 and the County Administrative Code (Chapter 2; (Section 2.110-2 Procurement Code) – The County Manager as delegated by the Bay County Board of County Commissioners.

A presidential declared disaster will permit funding under the Robert T. Stafford Disaster Relief and Emergency Assistance Act. P.L. 100-107 in addition to the financial resources initiated at the state and local levels. Federal disaster assistance generally provides a 75% cost-share with state and local governments sharing the remaining 25%. There is precedent for the federal government to assume a larger share than 75% in unusual circumstances.

Timely financial support of any extensive response activity could be crucial to saving lives and protecting property. While innovative and expeditious means of procurement are called for during times of emergencies, it is still mandatory to employ good accounting principles and practices in order to safeguard the use of public funds from fraud, waste and abuse.

In concert with federal guidelines, officials of the primary and support agencies give approval for expenditure of funds in supporting preparedness, response, recovery and mitigation operations. Each agency is responsible for establishing effective administrative controls of funds expended ensuring that actions taken and costs incurred are consistent with the missions identified in this plan or the incident specific operational plan.

The acquisition of facilities, equipment, supplies, services and other resources may be accomplished by designated department and agency purchasing elements or through the Finance/Admin Section under applicable purchasing procedures and guidelines. If needed resources are not available within the county, requests may be made to the State EOC. The County is responsible for costs incurred for resources brought in from outside sources. The County further recognizes that resources acquired on behalf of an external agency are a shared obligation under terms negotiated with the requesting or supported agency. If Federal Disaster Assistance Programs have been implemented under the Stafford Act, the Federal Government will provide at least 75% of authorized costs. Reimbursement procedures under Federal Disaster Assistance Programs are covered in the Recovery Annex.

The Bay County Purchasing Department Director is responsible for the overall administration of financial management. The Purchasing Director's department provides procedures for processing and maintaining records of expenditures and obligations for labor, equipment and materials during incidents and events.

The Purchasing Director's department will ensure periodic training sessions, concerning guidelines and processes involving state and federal disaster assistance. The Director coordinates with the Division of Emergency Management in the delivery of such courses.

The Purchasing Director's department fills the staffing role of Finance/Admin Section Chief (FASC) during Emergency Operations Center activation(s). The FASC ensures complete and accurate records of

BAY COUNTY, FLORIDA
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

emergency expenditures and obligations, including personnel and equipment costs. All appropriate ICS logs (Forms 214 and 211), formal records and file copies of all expenditures (including personnel timesheets) must be kept by all departments, agencies and municipalities to provide clear and reasonable accountability and justification for potential future reimbursement. Reimbursement for disaster related expenditures are not automatic and require detailed records for authentication.

For county departments, documentation to substantiate costs for disaster operations is submitted to the FASC for consolidation. The FASC coordinates reporting activities with State and FEMA representatives. Other response organizations, including municipalities, establish their own reporting and coordination procedures as separate applicants.

All records relating to the allocation and disbursement of funds pertaining to activities and elements covered in this plan must be maintained in compliance with the Stafford Act and applicable Florida Statutes (Chapter 215 and Chapter 252) in accordance with funding agreements. All federal public assistance funds are subject to state and federal audit.

INTERAGENCY AGREEMENTS

Emergency utilization of resources and capabilities of organizations not part of Bay County government will be pre-arranged under agreements or understandings to the maximum extent feasible.

Agreements and understandings will be entered into by duly authorized officials and will be formalized in writing whenever possible.

Agreements and understandings between elements of Bay County governments which are appropriate for inclusion in this plan will be set forth in supporting operations procedures, instructions and other directives of the units of government concerned.

Agreements remain in effect until rescinded or modified. Agreements must state the procedure for payment or reimbursement for personnel services rendered, equipment costs and expenditure of material. A clear statement of agreement on this matter is mandatory.

OTHER FINANCIAL AGREEMENTS

State Homeland Security Grant Program (SHSGP) – Funds from the Department of Homeland Security (DHS) to improve the ability of state and local agencies to prevent and respond to terrorist attacks using chemical, biological, radiological, nuclear or explosive weapons.

Emergency Management Preparedness and Assistance (EMPA) – Funds allocated from the Emergency Management Preparedness and Assistance Trust Fund created by the Legislature in 1993 to implement necessary improvement in the State's emergency preparedness and recovery program and facilities.

Emergency Management Performance Grant (EMPG) – Funds to the state/local jurisdictions to pay for statewide and local disaster mitigation, preparedness, response, and recovery programs.

Hazard Analysis Grant – Funds from the state to identify and conduct on-site evaluation of facilities in the community housing hazardous materials.

Community Emergency Response Team (CERT) – Funds to recruit and train citizens to be prepared for emergency situations in their community and neighborhoods.

Hazard Mitigation Grant Program (HMGP) – Authorized under Section 404 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, the program provides grants to states and local government to implement long-term hazard mitigation measures after a major disaster declaration.

Pre-Disaster Mitigation Grant Program (PDM) - Authorized under Section 203 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, the program is to assist states and local governments in implementing cost-effective hazard mitigation activities that complement a comprehensive mitigation program.

Flood Mitigation Assistance Grant Program (FMA) – FMA provides funding to assist states and communities in implementing measures to reduce or eliminate the long-term risk of flood damage to buildings, manufactured homes, and other structures insurable under the NFIP.

REFERENCES & AUTHORITIES

STATE OF FLORIDA

Section 252.38, Florida Statutes, directs each County to establish an Emergency Management Agency and appoint a Director to carry out the provisions of Sections 252.31 – 252.60. Bay County's EMD Chief is considered the emergency manager for the County. In this capacity, the Department Chief is directly and solely responsible for:

Organization, administration, and operation of the EMD, the County Emergency Operations Center and other related operational facilities.

Serves in the capacity of advisor to the acting Chair of the Board of County Commissioners during emergency or disaster operations.

Coordinator of activities, services and programs for emergency planning and emergency response throughout Bay County.

Maintaining liaison with state, federal and other local emergency management agencies.

Development and maintenance of operational planning for emergency response.

Instituting training programs and public information programs.

Ascertaining the requirements of the County in order to implement emergency response operations.

Taking all preparatory steps necessary, including partial or full emergency mobilization of agencies of County and municipal government in advance.

Cooperating with the Governor's Authorized Representative, the State Division of Emergency Management and all other federal and relief agencies in matters pertaining to emergency management.

Taking measures to carry into effect any request from municipalities, agencies, the State Division of Emergency Management, or federal agencies for appropriate emergency management activity.

Carrying out any implemented actions deemed necessary by the Board of County Commissioners.

BAY COUNTY

Chapter 15, Ordinance Code (Miscellaneous Provisions), Article VI. Emergency Services creates and maintains as the local emergency preparedness agency the DES. Chapter 15 also directs the Chief of the DES to coordinate emergency management activities, services and programs within the County and to serve as liaison with the State Division of Emergency Management and other local agencies and organizations; outlines the emergency powers of the acting Chief of the Bay County Board of County Commissioners, and details emergency activities that can be undertaken pursuant to a declaration of a local state of emergency.

Whenever employees of Bay County are rendering aid outside of Bay County pursuant to a mutual aid plan or inter-jurisdictional agreement, they shall have the same powers, duties, rights, privileges and immunities as if they were performing their duties within the County limits. Whenever volunteer or auxiliary emergency preparedness personnel are detailed to an emergency disaster support force outside the County, they shall have the same powers, duties and immunities as if they were performing their emergency preparedness duties within the County.

STATUTORY FISCAL PROCEDURES

Ordinance Code Chapter 2, Article III, Division 3, Sec. 2-107 – Procurement Code

Where the County Manager (or designee) finds it to be in the best interest of the County, he may declare the existence of an emergency procurement condition, suspend any or all of the normal procurement provisions, and authorize an emergency procurement provided that the emergency procurement is made with as great a level of competition as is practicable under the circumstance. When an emergency procurement is authorized, the basis for the emergency and for the selection of the particular contractor shall be documented in an agenda item and approved by the Board of County Commissioners at a regularly scheduled meeting.

When procurement of repairs, services, or equipment is requested for continuation of essential operations or is necessary to maintain public health and safety, the situation shall be considered an emergency and needed procurements may be approved by the County Manager. A report of the action and circumstances shall be included in the board minutes of a regularly scheduled BOCC meeting held within 30 days of the emergency.

STANDARD OPERATING PROCEDURES REFERENCES APPLYING TO THE CEMP

The Planning and Zoning Division is responsible for maintaining the 2009 Comprehensive Plan which indirectly refers to the Comprehensive Emergency Management Plan in at least 4 objectives:

Objective 5E.8 – Continued eligibility for and participation in the NFIP.

Objective 7.6 – By 2010, the County will prepare a Post Disaster Redevelopment component of the Bay County Local Hazard Mitigation Strategy.

Objective 10.9 The County shall maintain a roadway clearance time for hurricane evacuation of 24 hours for category 4-5 storms.

Objective 13.3 Community Focal Points – Encourage school facilities to serve as community focal points.

POLICIES

Policy 5E.8.1 – The County will continue participation in the NFIP and will use its Flood Damage Prevention Ordinance to reduce the potential for flooding. Flood zones in Bay County will be as shown on Flood Insurance Rate Maps published by the Federal Emergency Management Agency.

Policy 5E.8.2 – the County will use its Local Hazard Mitigation Strategy (LHMS) to reduce the potential for flood damage.

Policy 5E.8.3 – the County will use its Flood Damage Property Ordinance to ensure that structures built in flood zones are properly elevated and constructed so as to reduce the risk of flood damage.

Policy 7.6.1 – The Bay County Local Hazard Mitigation strategy will be used as the basis for additional regulations governing building practices, flood zone management, retrofitting existing buildings, and other post-disaster redevelopment measures considered necessary to protect life and reduce property damage caused by coastal storms.

Policy 9.1 – The County will coordinate with the FDEM as specified in Section 252.36, Florida Statutes, toward implementation of the state comprehensive management plan.

Policy 13.3.4 – The County and School Board will continue to coordinate efforts to design and build new school facilities, and facility rehabilitation and expansions, to serve as emergency shelters as required by Section 163.3177, Florida Statutes. Bay County will continue to fulfill the requirements of Section 1013.372, Florida Statutes, such that appropriate new educational facilities will serve as public shelters for emergency management purposes and shall coordinate with the School Board regarding emergency preparedness issues and plans.

Numerous departments within Bay County have developed departmental emergency management plans and/or SOPs that address policies that relate to the Comprehensive Emergency Management Plan and/or the Emergency Operations Center. Additionally, a Terrorism Incident Annex is attached by reference to this CEMP which articulates the response organization and resources that will be used in the event of a threatened or actual terrorism incident within Bay County

The various water, wastewater and power utilities within Bay County also have emergency response plans that refer to interaction with the EOC in terms of notification, response and recovery.

ORDINANCES AND ADMINISTRATIVE RULES

The following laws, ordinances and administrative rules apply to Bay County emergency management activities:

State of Florida Statutes

Chapter 1, Definitions

Chapter 7, County Boundaries

Chapter 14, Title IV, Executive Branch Governor

Chapter 22, Emergency Continuity of Government

Chapter 23, Florida Statutes, as amended by Chapter 93-211, Laws of Florida

Chapter 30, Sheriffs

Chapter 73, Eminent Domain

Chapter 74, Proceedings Supplemental to Eminent Domain

BAY COUNTY, FLORIDA
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

Chapter 125, County Government; Chapter 162, County or Municipal Code Enforcement; Chapter 165, Title XII, Municipalities: Formation of Local Governments; and Chapter 553, Building Construction Standards.

Chapter 154, Public Health Facilities

Chapter 161, Beach and Shore Preservation; Part III, Coastal Zone Preservation.

Chapter 163, Intergovernmental Programs; Part I, Miscellaneous Programs.

Chapter 166, Municipalities

Chapter 187, State Comprehensive Plan

Chapter 252, Emergency Management

Chapter 321, Highway Patrol

Chapter 380, Land and Water Development

Chapter 381, Title XXIX, Public Health

Chapter 401, Medical Communications and Transportation

Chapter 403, Environmental Control

Chapter 404, Radiation

Chapter 406, Medical Examiners

Chapter 409, Title XXX, Social Welfare

Chapter 427, Transportation Services

Chapter 768, Good Samaritan Act

Chapter 870, Affrays, Riots, Routs and Unlawful Assemblies

Federal

Public Law 93-288, as amended, which provides authority for response assistance under the Federal Response Plan, and which empowers the President to direct any federal agency to utilize its authorities and resources in support of state and local assistance efforts.

Public Law 93-324, Flood Disaster Protection Act of 1973, as amended, provides insurance coverage for all types of buildings.

Public Law 81-290, the Federal Civil Defense Act of 1950, as amended, provides a system for joint capability building at the federal, state and local levels for all types of hazards.

BAY COUNTY, FLORIDA
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

Public Law 99-499, Superfund Amendments and Reauthorization Act of 1986, which governs hazardous materials planning and right-to-know.

Public Law 101-615, Hazardous Materials Transportation Uniform Safety Act (HMTUSA), which provides funding to improve the capability to respond to hazardous materials incidents.

Public Law 85-256, Price-Anderson Ct, which provides for a system of compensating the public for harm caused by a nuclear accident.

Public Law 84-99 (33USC 701n), Flood Emergencies, authorizing an emergency fund for flood emergency preparation, flood fighting and rescue operations, or repair and restoration of flood control works threatened or destroyed by flood.

Public Law 91-671, Food Stamp Act of 1964, in conjunction with section 412 of the Stafford Act, relating to food stamp distributions after a major disaster.

Public Law 89-665 (16 USC 470 et. Seq.), National Historic Preservation Act, relating to the preservation of historic resources damaged as a result of disasters.

Stewart B. McKinney Homeless Assistance Act, 42 USC 11311-11352, Federal Emergency Management and Shelter Program.

National Flood Insurance Act of 1968, 42 USC 4001 et. seq.

Administrative Rules, State of Florida

Florida Department of Community Affairs Administrative Rules 9G2, 6, 11, 12, 14, 16, 17, 19 and 20.

Florida Department of Community Affairs Administrative Rules 9J2 and 5.

Administrative Rules, Federal

CFR 44 Parts 59-76, NFIP and related programs.

CFR 44 Part 13 (The Common Rule). Uniform Administrative Requirements for Grants and Cooperative Agreements.

CFR 44 Part 206, Federal Disaster Assistance for Disasters Declared after November 23, 1988.

CFR 44, Part 10, Environmental Conditions.

CFR 44 Part 14, Audits of State and Local Governments.

Presidential Directives, Federal

Homeland Security Presidential Directive 5 (HSPD-5), which enhances the ability of the United States to manage domestic incidents by establishing a single, comprehensive national incident management system (NIMS).

BAY COUNTY, FLORIDA
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

Homeland Security Presidential Directive 8 (HSPD-8), establishes policies to strengthen the preparedness of the United States to prevent and respond to threatened or actual domestic terrorist attacks, major disasters, and other emergencies by requiring a national domestic all-hazards preparedness goal, establishing mechanisms for improved delivery of federal preparedness assistance to state and local governments, and outlining actions to strengthen preparedness capabilities of federal, state and local entities.

Bay County Ordinances

Bay County Comprehensive Plan, 2009, 2013, 2017 as amended.

Chapter 15, Ordinance Code (Miscellaneous Provisions), Article VI. Emergency Services, Sections 15-101 through 15-111 (Ordinance No. 99-12).

Chapter 15, Article 1. In General, Section 15-2.

Declaration of a Local State of Emergency

Bay County OrdinancesFederal Supporting Plans

Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended, 2006

Natural Oil and Hazardous Materials Pollution Contingency Plan

Nuclear Regulation 0654/FEMA-Rep-1, which provides federal guidance for development and review of radiological

Emergency Management Plans for Nuclear Power Plants

Interagency Radiological Assistance Plan (Interim), US Department of Energy, Region III

The Federal Bureau of Investigation's Concept of Operations for WMD

The Federal Radiological Response Plan

Federal Response Plan Terrorism Incident Annex

Federal Response Plan, Terrorism Incident Overview

Chemical/Biological Incident Contingency Plan (FBI, Unclassified)

Nuclear Incident Contingency Plan (FBI, Unclassified)

Health and Medical Services Support Plan for the Federal Response to Acts of Chemical/Biological terrorism (Department of Health and Human Services)

National Emergency Repatriation Plan, as revised, Feb 1968

References

Bay County Comprehensive Emergency Management Plan-2017

Bay County EOC Handbook

Bay County Emergency Support Function Plans

Bay County Dispatch Procedures

Bay County COOP Plan

Bay County Local Mitigation Strategy

District 1 Local Emergency Planning Committee Regional HAZMAT Plan

Region 1 RDSTF MAC Group Standard Operations Guide

State of Florida Comprehensive Emergency Management Plan

State of Florida Statewide Mutual Aid Agreement,

State of Florida Coastal Pollution Spill Contingency Plan

Federal Response Plan

National Response Framework

National Incident Management System-2017 Integration of the National Incident Management System (NIMS) into the Comprehensive Emergency Management Plan: A Guide- 2005

DISTRIBUTION LIST

Once approved, a copy of this CEMP will be distributed to each of the following individuals, entities or lead agency representatives (list subject to change):

Bay County School Board
Bay Coordinated Transportation
Bay DES, Communications Division
Bay County Public Works Department
Bay County Public Utilities Department
Bay DES, Fire Services Division
Bay DES, Emergency Management Division
Bay DES, Emergency Medical Services
ARC Central Panhandle Chapter
Bay County VOAD
The Salvation Army, Bay County
Bay County Office of Public Information
Bay County Board of County Commissioners, Administration
City of Callaway
City of Lynn Haven
City of Mexico Beach
City of Panama City
City of Panama City Beach
City of Parker
City of Springfield
Tyndall AFB
CSS Navy Base
USCG Panama City
Bay County Public Library
Bay County Sheriff's Office
Bay County Public Health Unit
Bay Medical Center/Sacred Heart Health Systems
Bay County Animal Services
HCA Gulf Coast Hospital
Bay County Purchasing Department
Bay County Solid Waste Department
Bay County Building Services Department
West Florida Local Emergency Planning Committee
Florida Division of Emergency Management

APPENDICES

Draft Resolution/Promulgation Letter

County Agency and Municipal Acknowledgement Letters

Chapter 15, Ordinance Code

Recovery Annex

Mitigation Annex

ICS-ESF Interface

Points of Distribution (POD) and Disaster Recovery Center (DRC) Details

BAY COUNTY, FLORIDA
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

RESOLUTION NO. _____

WHEREAS, the Bay County Board of Commissioners recognizes the many and various manmade and natural disasters which threaten its citizens; and

WHEREAS, the Board further recognizes its responsibility to provide for the safety and welfare of its citizens in providing mitigation, preparedness for, response to and recovery from such hazards; and

WHEREAS, Chapter 252, Florida Statutes, specifically authorizes the exercise of emergency management powers by the political subdivisions.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS of Bay County, Florida, that the Bay County Comprehensive Emergency Management Plan, having been fully coordinated with all supporting departments, agencies and all municipal governments, is adopted as the plan for mitigating, preparing for, responding to and recovering from emergencies in Bay County.

DONE AND ADOPTED by the Board of County Commissioners of Bay County, Florida, the ____ day of _____, 20__.

_____, Chairman

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY:

Office of the County Attorney

I, _____, Clerk of the Circuit Court, and ex-officio clerk and Auditor of the Board of County Commissioners, do hereby certify that the above and foregoing Resolution was duly adopted by the Board of County Commissioners of Bay County in Regular session on the ____ day of _____, 20__.

ATTEST:

_____, Clerk of Circuit Court

BAY COUNTY, FLORIDA
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

County 2013 Resolution Letter

RESOLUTION NO. 3175

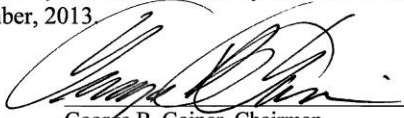
WHEREAS, the Bay County Board of Commissioners recognizes the many and various manmade and natural disasters which threaten its citizens; and

WHEREAS, the Board further recognizes its responsibility to provide for the safety and welfare of its citizens in providing mitigation, preparedness for, response to and recovery from such hazards; and

WHEREAS, Chapter 252, Florida Statutes, specifically authorizes the exercise of emergency management powers by the political subdivisions.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS of Bay County, Florida, that the Bay County Comprehensive Emergency Management Plan, having been fully coordinated with all supporting departments, agencies and all municipal governments, is adopted as the plan for mitigating, preparing for, responding to and recovering from emergencies in Bay County.

DONE AND ADOPTED by the Board of County Commissioners of Bay County, Florida, the 17th day of September, 2013.


George B. Gainer, Chairman

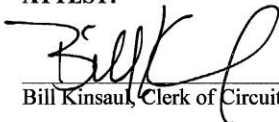
APPROVED AS TO FORM
AND LEGAL SUFFICIENCY:


Office of the County Attorney



I, Bill Kinsaul, Clerk of the Circuit Court, and ex-officio clerk and Auditor of the Board of County Commissioners, do hereby certify that the above and foregoing Resolution was duly adopted by the Board of County Commissioners of Bay County in Regular session on the 17th day of September, 2013.

ATTEST:


Bill Kinsaul, Clerk of Circuit Court



BAY COUNTY, FLORIDA
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

City of Callaway Agency and Municipal Acknowledgement Letter

RESOLUTION # 13-28

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF CALLAWAY, FLORIDA TO ADOPT THE UPDATED BAY COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN; REPEALING ALL RESOLUTIONS IN CONFLICT HERewith AND RECITING AN EFFECTIVE DATE.

WHEREAS, the Callaway City Commission recognizes the many and various manmade and natural disasters which threaten its citizens; and

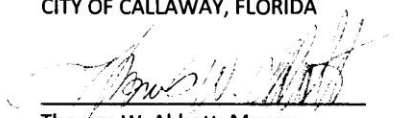
WHEREAS, the Commission further recognizes its responsibility to provide for the safety and welfare of its citizens in providing mitigation, preparedness for, response to and recovery from such hazards; and

WHEREAS, Chapter 252, Florida Statutes, specifically authorizes the exercise of emergency management powers by the political subdivisions; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSIONERS OF CALLAWAY, FLORIDA, that the Bay County Comprehensive Emergency Management Plan, having been fully coordinated with all supporting departments, agencies and all municipal governments, is adopted as the plan for mitigating, preparing for, responding to and recovering from emergencies in Bay County.

PASSED AND ADOPTED this 12th day of November, 2013, by the CALLAWAY CITY COMMISSION meeting in regular session.

CITY OF CALLAWAY, FLORIDA


Thomas W. Abbott, Mayor

ATTEST:


Sandra B. Hirth, City Clerk

BAY COUNTY, FLORIDA
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

City of Lynn Haven Agency and Municipal Acknowledgement Letter

RESOLUTION NO. 2013-10-588

A RESOLUTION OF THE CITY OF LYNN HAVEN,
FLORIDA TO ADOPT THE UPDATED BAY COUNTY
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

WHEREAS, the Lynn Haven City Commission recognizes the many and various manmade and natural disasters which threaten its citizens; and

WHEREAS, the Commission further recognizes its responsibility to provide for the safety and welfare of its citizens in providing mitigation, preparedness for, response to and recovery from such hazards; and

WHEREAS, Chapter 252, Florida Statutes, specifically authorizes the exercise of emergency management powers by the political subdivisions.


NOW, THEREFORE BE IT RESOLVED BY THE CITY COMMISSIONERS of Lynn Haven, Florida, that the Bay County Comprehensive Emergency Management Plan, having been fully coordinated with all supporting departments, agencies and all municipal governments, is adopted as the plan for mitigating, preparing for, responding to and recovering from emergencies in Bay County.

DONE AND ADOPTED by the City Commission of Lynn Haven, Florida,

the 22nd day of Oct., 2013.


Walter T. Kelley, Mayor

ATTEST:


Robert F. Baker
Interim City Manager

City of Mexico Beach Agency and Municipal Acknowledgement Letter

RESOLUTION 2013-19

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
MEXICO BEACH, FLORIDA, TO ADOPT THE UPDATED BAY
COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT
PLAN**

WHEREAS, the City Council of the City of Mexico Beach recognizes the many and various manmade and natural disasters which threaten its citizens; and

WHEREAS, the Council further recognizes its responsibility to provide for the safety and welfare of its citizens in providing mitigation, preparedness for, response to and recovery from such hazards; and

WHEREAS, Chapter 252, Florida Statutes, specifically authorizes the exercise of emergency management powers by the political subdivisions.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF
MEXICO BEACH, FLORIDA,**

SECTION 1. That the Bay County Comprehensive Emergency Management Plan, having been fully coordinated with all supporting departments, agencies and all municipal governments, is adopted as the plan for mitigating, preparing for, responding to and recovering from emergencies in Bay County.

SECTION 2. That this Resolution shall take effect immediately upon its passage.

INTRODUCED AND ADOPTED at the regular meeting of the City Council of the City of Mexico Beach this 8th day of October, 2013.

CITY OF MEXICO BEACH, FLORIDA


William A. Cathey, Mayor

ATTEST:


Chris Hubbard, City Administrator

BAY COUNTY, FLORIDA
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

City of Panama City Agency and Municipal Acknowledgement Letter

RESOLUTION NO. 12172013.3

**A RESOLUTION OF THE CITY OF PANAMA CITY,
FLORIDA TO ADOPT THE UPDATED BAY COUNTY
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN**

WHEREAS, the Panama City Commission recognizes the many and various manmade and natural disasters which threaten its citizens; and

WHEREAS, the Commission further recognizes its responsibility to provide for the safety and welfare of its citizens in providing mitigation, preparedness for, response to and recovery from such hazards; and

WHEREAS, Chapter 252, Florida Statutes, specifically authorizes the exercise of emergency management powers by the political subdivisions.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF PANAMA CITY, FLORIDA, that the Bay County Comprehensive Emergency Management Plan, having been fully coordinated with all supporting departments, agencies, and all municipal governments, is adopted as the plan for mitigating, preparing for, responding to and recovering from emergencies in Bay County.

DONE AND ADOPTED by the City Commission of City of Panama City, Florida, on this 17th day of December, 2013.

By: 
Greg Brudnicki, Mayor

ATTEST:


Terri Lillard, City Clerk - Treasurer

BAY COUNTY, FLORIDA
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

City of Panama City Beach Agency and Municipal Acknowledgement Letter

RESOLUTION 14-09

A RESOLUTION OF THE CITY OF PANAMA CITY BEACH,
FLORIDA, TO ADOPT THE UPDATED BAY COUNTY
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN.

WHEREAS, the Panama City Beach City Council recognizes the many and various manmade and natural disasters which threaten its citizens; and

WHEREAS, the Council further recognizes the responsibility to provide for the safety and welfare of its citizens in providing mitigation, preparedness for, response to and recovery from such hazards; and

WHEREAS, Chapter 252, Florida Statutes, specifically authorizes the exercise of emergency management powers by political subdivisions.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Panama City Beach that the Bay County Comprehensive Emergency Management Plan, having been fully coordinated with supporting departments, agencies and municipal governments, is adopted as the plan for mitigating, preparing for, responding to and recovering from the emergencies in Bay County.


THIS RESOLUTION shall be effective immediately upon passage.

PASSED, APPROVED AND ADOPTED in regular session this 24th day of October, 2013.

CITY OF PANAMA CITY BEACH

By: 
Gayle F. Oberst, Mayor

ATTEST:


Holly J. White, City Clerk

BAY COUNTY, FLORIDA
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

City of Parker Agency and Municipal Acknowledgement Letter

RESOLUTION NO. 2013-318

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PARKER, FLORIDA, ADOPTING A COMPREHENSIVE EMERGENCY PLAN AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Parker, Florida recognizes the many and various manmade and natural disasters which threaten its citizens; and

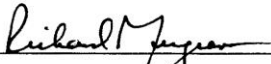
WHEREAS, the Council further recognizes its responsibility to provide for the safety and welfare of its citizens in providing mitigation, preparedness for, response to and recovery from such hazards; and

WHEREAS, Chapter 252, Florida Statutes, specifically authorizes the exercise of emergency management powers by the political subdivisions.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL of Parker, Florida, that the Bay County Comprehensive Emergency Management Plan, having been fully coordinated with all supporting departments, agencies and all municipal governments, is adopted as the plan for mitigating, preparing for, responding to and recovering from emergencies in Parker, Florida.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Parker, Florida on this 5th day of November, 2013.

CITY OF PARKER


RICHARD MUSGRAVE, MAYOR

11/5/2013

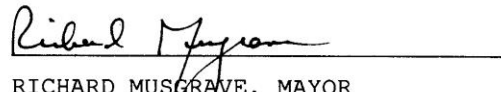
2013-318

BAY COUNTY, FLORIDA
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

ATTEST:


NANCY A. ROWELL, CITY CLERK

Examined and approved by me, this 7 day of
NOVEMBER, 2013.


RICHARD MUSGRAVE, MAYOR

11/5/2013

2013-318

BAY COUNTY, FLORIDA
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

City of Springfield Agency and Municipal Acknowledgement Letter

RESOLUTION NO. 13-09

A RESOLUTION OF THE CITY OF SPRINGFIELD,
FLORIDA TO ADOPT THE UPDATED BAY COUNTY
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

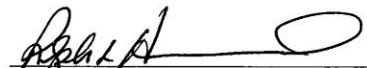
WHEREAS, the Springfield City Commission recognizes the many and various manmade and natural disasters which threaten its citizens; and

WHEREAS, the Commission further recognizes its responsibility to provide for the safety and welfare of its citizens in providing mitigation, preparedness for, response to and recovery from such hazards; and


WHEREAS, Chapter 252, Florida Statutes, specifically authorizes the exercise of emergency management powers by the political subdivisions.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COMMISSIONERS of Springfield, Florida, that the Bay County Comprehensive Emergency Management Plan, having been fully coordinated with all supporting departments, agencies and all municipal governments, is adopted as the plan mitigating, preparing for, responding to and recovering from emergencies in Bay County.

DONE AND ADOPTED by the City Commission of Springfield, Florida, the 7th
day of Oct, 2013


Ralph Hammond, Mayor

ATTEST:


Lee Penton, City Clerk

ARTICLE VI. EMERGENCY SERVICES*

***Cross references:** Price gouging during emergency, § 15-2.

Sec. 15-101. Short title.

This article shall be known as the "Emergency Services Ordinance of Bay County, Florida."
(Ord. No. 99-12, § 1, 7-13-99)

Sec. 15-102. Legislative authorization.

This article is enacted in the interest of the public health, safety and general welfare of the citizens and inhabitants of the County, pursuant to Article VIII, Section 1(f) of the Florida Constitution and F.S. §§ 252.38 and 125.01(1)(t).
(Ord. No. 99-12, § 2, 7-13-99)

Sec. 15-103. Territory embraced.

This article shall be effective within the boundaries of the County except where in conflict with an ordinance of a municipality within the County.
(Ord. No. 99-12, § 3, 7-13-99)

Sec. 15-104. Intent of article.

The intent of the Board of County Commissioners in adopting this article is to:

- (1) Protect and safeguard the safety, health and welfare of the people of the County;
 - (2) Designate a County official to declare a local state of emergency in the event of a natural, technological or man-made disaster or emergency, or the imminent threat thereof, and to authorize certain actions relating thereto, and to authorize certain actions relating thereto when a quorum of the Board of County Commissioners is unable to meet;
 - (3) Establish and create the County Department of Emergency Services.
- (Ord. No. 99-12, § 4, 7-13-99)

Sec. 15-105. Definitions.

[The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:]

Disaster means any natural, technological, or civil emergency that causes damage of sufficient severity and magnitude to result in a declaration of a state of emergency by a County, the Governor, or the President of the United States. Disaster shall be identified by the severity of resulting damage, as follows:

- (1) *Catastrophic disaster* means a disaster that will likely exceed local capabilities and require a broad range of state and federal assistance.
- (2) *Major disaster* means a disaster that will likely exceed local capabilities and require a broad range of state and federal assistance.
- (3) *Minor disaster* means a disaster that is likely to be within the response capabilities of local government and to result in only a minimal need for state or federal assistance.

Emergency means any occurrence, or threat thereof, whether natural, technological or man-made, in war or in peace, which results or may result in substantial injury or harm to the population or substantial damage to or loss of property.

Emergency management means the preparation for, the mitigation of, the response to, and the recovery from emergencies and disasters. Specific emergency services responsibilities include, but are not limited to:

- (1) Reduction of vulnerability of people and communities of this state to damage, injury and loss of life and property resulting from natural, technological, or man-made emergencies, catastrophes or hostile military or paramilitary action.
- (2) Preparation for prompt and efficient response and recovery to protect lives and property affected by emergencies, rescue, care and treatment of persons victimized or threatened by disasters.
- (3) Response to emergencies using all systems, plans and resources necessary to preserve adequately the health, safety and welfare of persons or property affected by the emergency.
- (4) Recovery from emergencies by providing for the rapid and orderly start of restoration and rehabilitation of persons and property affected by emergencies.
- (5) Provision of an emergency services system embodying all aspects of pre-emergency preparedness and post emergency, response, recovery and mitigation.
- (6) Assistance in anticipation, recognition, appraisal, prevention and mitigation of emergencies which may be caused or aggravated by inadequate planning for, and regulation of, public and private facilities and land use.

Local emergency services agency means an organization created in accordance with the provisions of F.S. §§ 252.31--252.91 to discharge the emergency management responsibilities and functions of a political subdivision.

Man-made emergency means an emergency caused by an action against persons or society, including, but not limited to, enemy attack, sabotage, terrorism, civil unrest, or other action impairing the orderly administration of government.

Natural emergency means an emergency caused by a natural event, including, but not limited to, a hurricane, a storm, a flood, a drought, or an earthquake.

Technological emergency means an emergency caused by a technological failure or accident, including, but not limited, an explosion, transportation accident, radiological accident, or chemical or other hazardous material incident.

(Ord. No. 99-12, § 5, 7-13-99)

Sec. 15-106. Person empowered to declare a local state of emergency.

Pursuant to F.S. ch. 252, which authorizes the waiver of procedures and formalities otherwise required of political subdivisions to take whatever prudent action is necessary to ensure the health, safety and welfare of the community in the event of an emergency, when a quorum of the Board of County Commissioners is unable to meet, the chairman of the Board of County Commissioners, or the vice-chairman in his or her absence, or the County manager, or his or her designee, in the absence of the chairman and vice-chairman, is hereby designated and empowered to declare a local State of Emergency whenever that person shall determine that a natural, technological or man-made disaster, or emergency, has occurred or that the occurrence or threat of one is imminent and requires immediate and expeditious action.

(Ord. No. 99-12, § 6, 7-13-99)

Sec. 15-107. Length of the State of Emergency.

A state of emergency shall be declared by proclamation of the chairman of the board, or the vice-chairman in his or her absence, or by the County manager, or his or her designee, in the absence of the chairman and vice-chairman. The State of Emergency shall continue for seven days, and may be extended in seven-day increments as necessary, or, until the chairman, or vice-chairman, finds that the threat or danger no longer exists and/or until a meeting of a quorum of the Board of County Commissioners can take place and terminate the state of emergency proclamation.

(Ord. No. 99-12, § 7, 7-13-99)

Sec. 15-108. Establishment of the County Department of Emergency Services.

There is hereby created and established the County Department of Emergency Services. Such department shall have an appointed Chief of Emergency Services. The Chief of Emergency Services shall be responsible for the organization, administration and operation of the Department of Emergency Services. The Chief of Emergency Services shall coordinate emergency management activities, services and programs within the County and shall serve as liaison with the state Division of Emergency Management and other local agencies and organizations.

(Ord. No. 99-12, § 8, 7-13-99)

Sec. 15-109. Activation of disaster emergency activities.

A proclamation declaring a State of Emergency shall be the authority for taking emergency measures including, but not limited to, the use or distribution of any supplies, equipment, materials, facilities assembled or arranged to be made available pursuant to the disaster emergency plans of the County. Such disaster emergency measures may include the following actions at the discretion of the board:

- (1) Suspend or limit the sale, dispensing, or transportation of alcoholic beverages, firearms, explosives and combustibles.
- (2) Establish curfews, including, but not limited to, the prohibition of or restrictions on pedestrian and vehicular movement, standing and parking, except for the provision of designated essential services such as fire; police, emergency medical services and hospital services, including the transportation of patients, utility emergency repairs and emergency calls by physicians.
- (3) Utilize all available resources of the County government as reasonably necessary to cope with the disaster emergency, including emergency expenditures.
- (4) Declare certain areas off limits.

- (5) Direct and compel the evacuation of all or part of the population from any stricken or threatened area of the County.
 - (6) Make provisions for availability and use of temporary emergency housing and emergency housing and emergency warehousing of materials.
 - (7) Establish emergency operating centers and shelters in addition to or in place of those provided for in the County's emergency plans.
 - (8) Declare that during an emergency it shall be unlawful and an offense against the County or any person, firm, or corporation to use the fresh water supplied by any water system in the County for any purpose other than cooking, drinking and bathing.
 - (9) Declare that during any emergency it shall be unlawful and an offense against the County for any person, firm or corporation operating within the County to charge more than the normal average retail price for any merchandise, goods or services sold during the emergency. The average retail price as used herein is defined to be that price at which similar merchandise, goods or services were being sold during 90 days immediately preceding the emergency or at a mark-up which is a larger percentage over wholesale cost than was being added to wholesale cost prior to the emergency.
 - (10) Confiscate merchandise, equipment, vehicles or property needed to alleviate the emergency with or without compensation. Reimbursement shall be within 60 days and at customary value charged for the items during the 90 days previous to the emergency.
 - (11) Allow the chairman, vice-chairman or in their absence, the County manager, or his or her designee, on behalf of the County, to call on the National Guard, other law enforcement divisions and state and federal assistance as necessary to assist in the mitigation of the emergency or to help maintain law and order, rescue and traffic control.
- (Ord. No. 99-12, § 9, 7-13-99)

Sec. 15-110. Construction.

Nothing in this article shall be construed to limit the authority of the Board of County Commissioners to declare or terminate a state of emergency and take any action authorized by law when sitting in regular or special session.

(Ord. No. 99-12, § 10, 7-13-99)

Sec. 15-111. Penalties.

Any person, firm or corporation who refuses to comply with or violates any section of this article, or the emergency measures which may be effective pursuant to this article, shall be punished according to law and upon conviction for such offense, shall be punished by a fine not to exceed \$500.00 or imprisonment not to exceed 60 days in the County jail, or both. Each day of continued non-compliance or violation shall constitute a separate offense.

Nothing contained herein shall prevent the County from taking such other lawful action in any court of competent jurisdiction as is necessary to prevent or remedy any refusal to comply with, or violation of, this article or other emergency measures which may be effective pursuant to this article. Such other lawful action shall include, but shall not be limited to, an equitable action for injunctive relief or an action at law for damages.

(Ord. No. 99-12, § 11, 7-13-99)

RECOVERY ANNEX

Following a disaster, many critical concerns will have to be addressed. Resolution of these issues will require a coordinated local, state, & federal effort. This Annex outlines the process for assessing the need for and administering state and federal disaster assistance.

GENERAL

The Chief of the EMD or designee will be responsible for coordinating recovery activities for the County. The Chief will be supported by the ESF agencies and ICS outlined in the ICS-ESF Interface Appendix to the Bay County CEMP. The Chief of EMD, in the role of IC, will determine the appropriate demobilization sequence and scheduling for these resources as recovery activities are completed.

During recovery, the Chief of EMD will also determine the necessary activation level of the County's EOC and will be responsible for managing the EOC. The Liaison Officer position will be filled continuously while State and/or Federal resources are assigned to assist with recovery operations and/or activities. Representatives from the affected Municipalities within the County will also be present at the EOC to coordinate the necessary recovery activities within the ICS-ESF structure for their respective Municipality.

CONCEPT OF OPERATIONS

The Chief of EMD or their designee will coordinate recovery activities throughout the County for all departments and Municipalities. The first phase of recovery, reduction of the probability of additional injury or damage, begins concurrently with response activities. The second and third phases, completing initial repairs/implementing temporary mitigation measures and performing emergency repairs, occur after the majority of the response activities are completed. The first recovery activity is typically the coordination and completion of damage assessments. Information collected during the damage assessment process is provided to the EOC and compiled and forwarded to the State. If the damages warrant, requests for mutual aid resources are transmitted to the State.

A major activity of the second recovery phase is the establishment of DRC(s) function as field services units to identify and coordinate victim needs of disaster victims. The Central Panhandle Chapter of the ARC and The Salvation Army coordinate short term recovery needs and project long term recovery needs. The Florida National Guard may be activated to assist with security needs in and around damaged areas. Recovery operations will continue until human needs infrastructure (i.e., water, sanitation, power, etc.) has been repaired and placed into operation and the majority of the disaster victims have permanently returned to their homes or relocated. The County may also provide assistance with longer term housing needs through coordinating for temporary housing (up to 18 months) through FEMA, local realty companies, hotel/motel industry, churches and other social service/volunteer organizations, and private philanthropic donations.

III. COMMAND AND CONTROL

While the Chief of EMD serves as the IC for recovery activities, agencies identified in the ICS-ESF Interface are expected to carry out the recovery activities assigned to them in the interface. Recovery activities will be coordinated via face-to-face and group meetings and through use of the internet and web programs such WebEOC and EM Constellation. Coordination with the State will be through State Liaisons posted in the County EOC as well as State agency representative participation in various meetings.

IV. COORDINATION OF RECOVERY ACTIVITIES

Local damage assessment information will be provided to the EOC, compiled and forwarded to the SEOC. This information may be accompanied by a request for a declaration of a State of Emergency from the Governor and the President. In the case of a Presidentially Declared Disaster (PDD), DRC(s)s will be established at pre-determined locations capable of supporting staff and victims. Services provided by the DRC(s) may include: FEMA tele-registration, SBA/IA applications, legal services, IRS and Social Security referrals, crisis counseling, home inspections, roofing applications, establishment of comfort stations and distribution centers, and disaster unemployment assistance.

When there is a PDD, State and Local emergency management organizations coordinate applications for disaster assistance claims based upon documented damage(s). For a non-declared disaster, Local governments may coordinate with insurance providers, churches, and public and private non-profit agencies to assist disaster victims in becoming whole.

V. RECOVERY FUNCTIONS

Damage Assessment Functions

County department(s) and Municipalities shall coordinate all safety and damage assessment activities with the Chief of EMD. Safety and damage assessment activities shall be carried out after a careful review of the hazard, geographical location, and equipment needs to ensure safety of the individuals conducting such activities. Should a department and/or Municipality not be able to complete the assessment activities because of resource limitations, it should contact the EOC Message Center to request additional or support resources.

Safety and damage assessment data will be recorded in field reports (i.e., handwritten, electronic, digital, or voice) by teams assigned in geographically designated areas. Windshield surveys will be utilized for safety and initial assessments. Assessment data will be reviewed by the Damage Assessment Unit in the Planning Section, assembled into a single report, and transmitted to the state via fax or digital scan to a PDF file. This approach allows the State to compile data for a region or the entire State and share it with FEMA in a method that is easy to track. The State and/or Federal Coordinating Officer will review the assessment data collected by local teams and may request subsequent verification (re-inspection/recalculation) of, and/or updates to damage assessment information.

Safety and initial damage assessments will be used to identify facility and structure habitability affected areas of the County and its Municipalities. County building officials will provide support to Municipalities as needed, and Florida licensed contractors, engineers and architects maybe called upon to assist as the

situation warrants. Habitability information will be provided to the IC as soon as possible. Collected data will also be used to estimate the economic injury associated with the disaster.

Standard Operating Procedures (SOP)

Each department and municipality will be responsible for developing and regularly updating a call-down tree for notification purposes. This call-down tree will be used to contact all essential team members; additionally, team members are aware that they may initially learn of an incident from the local media. Call-down procedures will be tested as part of the County's exercise schedule. Damage assessment teams will fully participate in the County's exercise schedule to achieve the necessary skills required to understand and be a working team member.

Initial Damage Assessments (IDA)

Initial damage assessment teams will include positions/roles based upon the need for damage assessment functions and/or expertise as determined by the Chief of EMD based upon early post-disaster reports received from individual departments, municipalities and private, not-for-profit groups (PNPs). To the greatest extent possible, individual departments, Municipalities and PNPs will utilize their personnel, equipment, and materials to conduct the initial damage assessment as soon as practical to do so. If departmental, municipal and/or PNP resources are not adequate or appropriate for completing the initial damage assessments, assistance will be requested from the EOC.

The EOC will make geographic damage assessment teams assignments based first upon need (as determined for assistance requests) followed by team member familiarity with the damaged site(s)/area(s). Mapping, both hard copy and digital via GIS, will be used to graphically depict the impacted site(s)/area(s) and the perceived needs in those departmental/agency areas.

As information is collected during the initial damage assessments, it will be recorded and reported using State Damage Assessment forms, when available; however, any verifiable format will be accepted. The information collection and recording process will be based upon approved past practices unless or until a new process is defined and approved. Once information has been collected, it will be transferred to State of Florida Damage Assessment forms, as necessary, compiled, reviewed and electronically submitted to the State.

Preliminary Damage Assessments (PDA)

Preliminary damage assessment team composition and assignment will be determined using the same approach described above for initial damage assessment teams. These assessments shall be a coordinated exercise among Local, State, and/or Federal representatives with the goal of documenting a sampling of the eligible damages to support a determination of eligibility for State/Federal disaster assistance. Support materials (i.e., clipboards, identification, highly visible clothing, and maps) will be provided by the EOC once area(s) of assignment have been defined. Required vehicles will be assigned from available inventories from coordinated available agencies. Limited personnel, data, equipment and vehicles may also be available from impacted department and agency inventories.

The required assessment criteria are determined based upon received requests, and the coordination format for the teams will be determined by the Chief of the EMD based upon the particular type of disaster/damages in consultation with the impacted departments, agencies, and PNPs.

Disaster Recovery Center (DRC)

A DRC will be determined by the IC. Once the need for one or more DRC(s) has been identified, the Chief of the EMD is responsible for coordinating the establishment of the DRC with the State using State protocols for requesting mutual aid. Representatives from ESFs: 6 (Mass Care), 11 (Food and Water) and 15 (Volunteers and Donations) will support the establishment and operation of the DRC. Information regarding DRC locations, functions and eligibility requirements may be found in the local telephone book and in pamphlets prepared and distributed by the County.

Standard Operating Procedures (SOP)

Personnel assigned to DRC(s) will be contacted primarily from an established call-down list or via the local media, if primary systems fail, and asked to report to their assigned DRC. Appropriate personnel, data, equipment, and vehicular needs to support DRC operations will be determined by the type of disaster event and the impacted area. Resources will be assigned to the DRC as necessary for personnel safety and completion of assignments.

DRC sites have been selected to afford County-wide coverage regardless of the type and magnitude of the disaster. Fire stations may be used as a DRC because they are geographically distributed throughout the County and, therefore, offer the widest possible area of coverage to benefit the public.

Public assistance activities will be implemented and coordinated by the County's DES. The following agencies will provide support for public assistance activities:

- Bay County IT & GIS Department
- Bay County Finance Department
- Bay County Purchasing Department
- Bay County Building Services Department
- Bay County Planning and Zoning Department
- Bay County School Board
- Bay County Sheriff's Office
- Central Panhandle Chapter of the ARC
- The Salvation Army
- Other County and municipal departments as assigned

The primary and supporting departments and agencies for the DRC must plan measures that will provide minimal interruption of critical services for basic life safety, such as the delivery of food and/or water and access to emergency medical services, for victims of the disaster (i.e., the public at large). These departments must also plan to request aid for themselves from the Public Assistance program, if and as

necessary. It is critical that each department/agency continue to practice its sound, day-to-day fiscal procedures during and following a disaster so that disaster-related costs can accurately be documented, tracked and managed. Verifiable costs are essential to obtaining public assistance.

In the event that temporary staff must be hired to assist with recovery activities, the Human Resources Department will be responsible for hiring the necessary staff and appropriate recordkeeping (i.e., compensation, time, claims, etc.)

Public Assistance (PA)

Potential applicants for PA and hazard mitigation programs are identified from those who have previously made application for one or both of these programs. In the event of a disaster, pre-identified applicants are contacted by phone, and a copy of the Request for Public Assistance (RPA) is faxed to each pre-identified applicant. Media notices are printed, and public notice is issued regarding the dates of eligibility for the public assistance program.

A kickoff meeting will be held to review the PA application process and requirements. The Chief of the EMD and the applicant agent(s) for other approved entities who have filed an RPA must attend the kickoff meeting. The principal steps in identifying and funding PA projects include filing/receipt of a RPA, attending the kickoff meeting, completing a Project Worksheet, providing an eligible scope of work, and requesting reimbursement based upon documented eligible cost(s). Projects approved under the PA program take 6-12 months to initiate a funding request, and issue a reimbursement of funds expended from the County's budget. Receipt of disaster funds is handled by the Clerk of Court as the County's Auditor. These funds are replaced into County budgets from where they were expended.

Standard Operating Procedures (SOP)

Pre-identified applicants for PA and/or hazard mitigation programs will be contacted in the event of a disaster and provided with a RPA for their use. Pre-identified applicants include, but are not limited to, the BOCC, Sheriff's Office, Clerk of Court, Tax Collector, Property Appraiser, and Supervisor of Elections; the cities of Panama City, Panama City Beach, Mexico Beach, Parker, Callaway, Lynn Haven, and Springfield; the Bay County School Board; the Bay County Public Health Unit; Central Panhandle Chapter of the ARC; Panama City Salvation Army; and the Council On Aging. The Chief of the EMD is responsible for the coordination and/or identification of possible infrastructure recovery projects.

PA and hazard mitigation records for the County will be maintained and updated in accordance with day-to-day business practices. Project information from non-County applicants will be updated as it is received. PA and hazard mitigation program data will be stored in hard copy (paper) and electronic (computer hard drives and other electronic mass media storage such as CDs and tape drives) format(s) and will be retained according to Florida Department of State, State Library & Archives of Florida record retention guidelines and FEMA requirements.

Debris Management

Debris management is a large component of recovery following many natural disasters. The Chief of the EMD will coordinate with the Purchasing and Public Works Department Directors to develop a FEMA-acceptable debris management contract based upon best practices and procedures. The Chief of the EMD will coordinate closely with State and Federal representatives to ensure the strictest business standards are used in developing and monitoring of contract debris removal operations.

Standard Operating Procedures (SOP)

The Chief of the EMD is responsible for the identification and/or coordination of debris management projects throughout the County. The County Attorney will assist with legal issues associated with debris management (i.e., condemnation, hazardous materials handling and/or transport, etc.) Debris clearing is typically handled by County resources. Debris removal and disposal may be provided through the use of County, Municipal and/or contract resources. The Utilities Department will coordinate contracting for debris management resources with the County's Purchasing and DES following published contracting procedures. The County ascribes to the Federal Office of Management and Budget administrative and audit procedures for the documentation and auditing of debris clearance operations. The Utilities Department monitors and documents directly with debris contractors to move debris to the County's Solid Waste Division. The contracting will identify two Debris Clearance Contractor and one Debris Monitoring Contractor. Bay County is not planning to perform private property debris clearance, however should this become an issue, we will ascribe to FEMA P-235 Ch. 4, pg. 35, DAP9523.13.

Debris disposal is based upon weight and in conformance with hazardous material EPA disposal procedures. If a local municipality makes a request to the EOC, consideration will be made. The County will coordinate debris clearance over FHWA road sections with the FDOT. The County will coordinate environmental issues with the FDEP.

Household Hazardous Waste (HHW) refers to hazardous products and materials that are used and disposed of by residential, rather than commercial or industrial consumers. HHW includes some paints, stains, varnishes, solvents, pesticides, and other products or materials containing volatile chemicals that catch fire, react, or explode under certain circumstances, or that are corrosive or toxic.

White goods are defined as discarded household appliances such as refrigerators, freezers, air conditioners, heat pumps, ovens, ranges, washing machines, clothes dryers, and water heaters. Many white goods contain ozone-depleting refrigerants, mercury, or compressor oils. The Clean Air Act prohibits the release of refrigerants into the atmosphere, and requires that certified technicians extract refrigerants from white goods before they are disposed of or recycled. Some States also require certified technicians to extract compressor oils before disposing of or recycling white goods. Applicants should follow all Federal, State, and local requirements concerning ozone-depleting refrigerants, mercury, or oils. Documentation of proper disposal may be required for Public Assistance grant consideration.

Bay County is responsible for maintaining all debris records for up to 5 years from the grant closeout or contract, whichever is later, according to FS 119 & FS 257.

Community Relations

The Chief of the EMD or designee will serve as the County Community Relations Coordinator (CRC) and will be responsible for acting as the liaison with the FEMA/State Team. ESFs; 6 (Mass Care), 11 (Food and Water), and 16 (Volunteers and Donations) will provide support to the Community Relations Program.

Standard Operating Procedures (SOP)

The Community Relations Coordinator will coordinate all activities involved with the emergency provision of temporary shelters, mass feeding, bulk distribution of relief supplies to victims, and crisis counseling services. Assuring public health and safety is the top priority of the CRC.

Community needs will be assessed through the use of the established "Emergency Call Down List" as well as through outreach to other community social, religious, and volunteer organizations via VOAD. Residential areas in special flood hazard zones, mobile home parks, and special needs citizens may require in-home health and safety outreach visits. The Council on Aging provides regular outreach visits to the special needs community through Meals on Wheels, health and safety check-ups, etc.

Unmet Needs Coordination

After a disaster, unmet needs will be identified by the CRC. The County and its Municipalities will address unmet needs to the greatest extent possible with available resources; however, volunteer organizations and other private sector groups are needed to augment or to extend the abilities of government to assist disaster victims by providing donated goods and volunteer services. The Donations Unit Leader within the Logistics Section is responsible for coordinating volunteer and donation resources in conjunction with ESF 15 (Volunteers and Donations).

Standard Operating Procedures (SOP)

The CRC, with the assistance of the Human Services Branch, Donations Unit, and ESFs; 6 (Mass Care), 11 (Food and Water) and 15 (Volunteers and Donations), will coordinate all activities involved with the unmet needs of disaster victims including, but not limited to, emergency provision of temporary shelters and/or housing, mass feeding, bulk distribution of relief supplies, and crisis counseling services.

Geographic and/or political boundaries within the County will not be considered in the distribution of resources for meeting the needs of disaster victims. Unmet needs will be tracked by the CRC and communicated to the EOC so that Local, State and Federal resources can be matched to best meet victims' needs.

Training courses in the areas of emergency home repair, debris removal, donations warehouse management, assistance processing centers, crisis counseling and other unmet needs assistance may be available from the Emergency Management Institute and offered by FEMA and/or the State. Individuals involved in addressing post-disaster unmet needs are encouraged to complete these training courses as available and appropriate.

Emergency Housing

In the event that long-term emergency housing is required for disaster victims, the Chief of the EMD or designee will act as the housing coordinator and liaison with the state counterpart. It is anticipated that, because of Bay County's high seasonal and tourist populations, emergency housing in the form of temporarily occupied residences, hotels and/or condominiums may be available. If these emergency housing resources are not available, the County will request portable housing to be located at the nearest safe location.

VI. STANDARD OPERATING PROCEDURES (SOP)

Many of the recovery activities required after a disaster are better addressed through the development and implementation of stand-alone SOPs rather than in the CEMP. Therefore, County departments and Municipalities are encouraged to document their planned recovery actions and develop SOPs and incorporate these actions into the CEMP by reference.

MITIGATION ANNEX

Mitigation activities are ongoing within a community regardless of the occurrence of a disaster. However, there are certain mitigation activities that occur during and immediately following a disaster that do not otherwise occur within the community's normal day-to-day operations. This Annex presents a discussion of the oversight and coordination of mitigation activities within the County, a listing of those activities that are unique to mitigation during a disaster, and consideration of activities necessary to promote a successful mitigation program during normal operations.

MITIGATION OVERSIGHT AND COORDINATION

The Emergency Management Chief is responsible for coordinating hazard mitigation activities within the County for both pre-disaster and post-disaster scenarios. Under normal operations, the Chief serves as the Chair of the LMS Team. This team has been charged with continued examination of the causes of vulnerabilities to past, present and future natural disasters and hazards and planning mitigation programs that will alleviate the sources of those vulnerabilities in order to establish a disaster resistant community. Other members of the LMS Team include designated representatives from other Bay County departments; the cities of Callaway, Lynn Haven, Mexico Beach, Panama City, Panama City Beach, Parker and Springfield; Florida State University Department of Urban and Regional Planning; and Gulf Coast Community College.

The County and all of its Municipalities have adopted the latest available version of the LMS. The LMS guides pre-disaster mitigation activities, and pre- and post-disaster mitigation activities will be handled using the applicable procedures from the Robert T. Stafford Act (Sections 406 and 404, respectively). As part of its pre-mitigation activities, the County participates in the NFIP, and its CRS rating is 5. All of Bay County's municipalities participate in the NFIP, and the cities of Callaway, Lynn Haven, Panama City, and Parker also participate in the CRS.

Post-disaster mitigation activities can be anticipated by understanding the hazards that various areas of the County are subject to and the extent of potential damage from each hazard. Maps are included at the end of this Annex that indicate the potential effects of various types of hazards throughout the County. As the Chief of the Emergency Management is responsible for coordinating both pre- and post-disaster mitigation activities, he can ensure that the damage assessment teams are properly staffed and equipped to consider and evaluate possible post-disaster mitigation activities.

Funding made available for local mitigation initiatives under established 406 guidelines will be supplemented with designated, available capital funding and utilized in accordance with Federal, State, and/or Local regulations and policies to maximize the benefit of pre-disaster mitigation activities. Approved Hazard Mitigation Grant Program (HMGP)/Community Development Block Grant (CDBG) funding will be administered in the same manner and consistent with policies outlines within the LMS, incorporated herein by reference.

PRE-DISASTER HAZARD MITIGATION ACTIVITIES

The County's LMS was updated in 2015 and revised again in 2017 and contains a number of structural and non-structural mitigation initiatives. Of the thirty identified mitigation initiatives (see the table below), 16 are designed to mitigate against wind-related damage (from hurricanes, tornadoes, and other storms) and 9 are drainage improvements. Application for funding for structural mitigation initiatives will be made under the HMGP and CDBG programs. Non-structural mitigation initiatives include, but are not limited to, continuing public outreach/education, the Stormwater Outfall Identification Plan and Storm Drain Marking Program, and builder and developer workshops.

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CHART 3: Bay County Mitigation Initiative Prioritization List (2015 rev. 2017)

Project Order	Project Title	Community	Mitigation Type	2015 LMS Goal(s)	Estimated Cost	Possible Funding
1	PD Substation	Panama City	Wind retrofit	5	\$100,000	HMGP, PDM
2	City Hall/ PD	Springfield	Wind & flood retrofit	1, 5	\$500,000	HMGP, PDM, FMA
3	Wastewater Treatment Plant	Panama City	Wind retrofit	1, 5	\$60,000	HMGP, PDM, GR
4	Mosley HS Generator Installation	Bay County	Generator	1, 5	\$400,000	HMGP, GR
5	Police/Fire Dept.	Mexico Beach	Wind retrofit	1, 5	\$150,000	HMGP, PDM, GR
6	Traffic signal masts	Countywide	Wind retrofit	5	\$250,000	HMGP, PDM, GR
7	Roads, drainage improvement	Countywide	Flood, drainage	5	\$500,000	HMGP, PDM, FMA, GR
8	GCSC Campus buildings	Panama City	Wind & Flood Retrofit	5	\$350,000	HMGP, PDM, FMA, GR
9	GCSC Campus drainage project	Panama City	Flood, drainage	5	\$500,000	HMGP, PDM, FMA, GR
10	Fire Department	Parker	Wind retrofit	1, 5	\$300,000	HMGP, PDM, GR
11	Alternate Potable Water Intake	Bay County	Global match	1	\$23,000,000	GR
12	Fire Station Land Acquisition	Bay County		1	\$350,000	HMGP, GR
13	Road Protection, Critical facility	Bay County	Armoring; drainage	1, 5	\$5,000,000	HMGP, PDM, FMA, GR
14	Gulf Highlands Drainage	Panama City Beach	Flood, drainage	5	\$700,000	
15	17th Street Drainage	Lynn Haven	Flood, drainage	5	\$3,700,000	

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16	EOC Community Control Center Generator	Lynn Haven	Generator	1	\$80,000	HMGP, GR
17	EMS Substation	Bay County	Wind retrofit, Generator	1, 5	\$200,000	HMGP, PDM, GR
18	6429 Zinnia Street Acquisition	Bay County	Acq/Demo, flood	5	\$170,000	HMGP, FMA, GR
19	6111 Hilltop Avenue Elevation	Bay County	Elevation, flood	5	\$150,000	FMA
20	6439 Zinnia Street Elevation	Bay County	Elevation, flood	5	\$120,000	FMA
21	LMS-CRS Plan Update	All areas	Planning, all hazards	2	\$25,000	FMA
22	Thomas Drive Fire Station	Bay County	Wind retrofit	1, 5	\$300,000	HMGP, PDM
23	West End Fire Station	Bay County	Wind retrofit	1, 5	\$25,000	HMGP
24	Bayou George Fire Station	Bay County	Wind retrofit	1, 5	\$315,000	HMGP
25	Stormwater Improvement	Mexico Beach	Flood, drainage	5	\$350,000	HMGP, PDM, FMA, GR
26	1618 Carolina Avenue Elevation	Lynn Haven	Elevation, flood	5	\$200,000	HMGP
27	6439 Zinnia Street Elevation	Bay County		5	\$120,000	HMGP
28	10304 River Alley Rd Elevation	Bay County	Elevation, flood	5	\$150,000	HMGP
29	Fire Station #7	Bay County	Wind retrofit	1, 5	\$1,000,000	HMGP
30	Fire Station #8	Bay County	Wind retrofit	1, 5	\$1,000,000	HMGP
31	Fire Station #14	Bay County	Wind retrofit	1, 5	\$1,000,000	HMGP
32	Sewage Improvements	Parker		5	\$1,000,000	HMGP
33	Sewage Improvements	Mexico Beach		5	\$500,000	HMGP
34	North Glades Stormwater Improv	Panama City Beach	Flood, drainage	5	\$750,000	HMGP

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35	South Glades Stormwater Improv	Panama City Beach	Flood, drainage	5	\$500,000	HMGP
36	Community Shelter	Springfield	Wind retrofit, generator	1, 5	\$100,000	HMGP
37	Cheri Lane Townhomes - Demo	Parker	Demo	5	\$2,000,000	HMGP
38	2405 E. 17th St	Bay County	Demo/Buyout	5	\$275,000	HMGP
39	4933 Star Ave.	Bay County	Wind retrofit, generator	1, 5	\$325,000	HMGP

* ranking for this approved project is pending a vote at the next LMS Meeting.

** all wind retrofit projects are initiated to mitigate high wind events such as tornadoes, hurricanes, and errant high/low pressure systems

*** all drainage projects have been initiated to mitigate flood effects from inland rainfall flooding, and or storm surge.

**** all wildfire projects are initiated to mitigate wildfire risk due to lightening, careless-negligent fire incidents, and arson events.

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Secondary planning duties of the LMS Team

These duties include assessing the community's policies, regulations, and programs together with making subsequent recommendations to enhance and / or strengthen the mitigation components of these plans which are used in the communities' preparedness activities. Planning responsibilities included in any other identified planning documents used by our community, and as required by the CFR 44, Part 201, 9G-22 FAC and / or other State / Federal mitigation requirements. Each municipality reviewed their specific planning documents such as the Comprehensive Plan, Land Development Regulations, Floodplain management practices, ordinances, and other relevant policies, and decided how these documents assisted in achieving the LMS goals. Those policies considered relevant toward mitigation efforts were reviewed and shared by the group, and are included herein within each individual section of this LMS Plan.

Dates and times for all LMS Team meetings are publicized, and the public is welcome to attend. Additionally, the County has attempted to solicit public input to the mitigation planning process but has had only limited success.

For additional information on hazard vulnerabilities and pre-disaster mitigation activities, please see the LMS.

POST DISASTER MITIGATION FUNCTIONS

The Chief of Emergency Management is responsible for all post-disaster mitigation functions, and it is expected that all LMS team members will assist with these functions. Additional post-disaster mitigation support will be provided by the municipalities, either as affected parties or through mutual aid. Immediate mitigation activities shall be identified by assessment teams to provide for life safety and reduce the probability of additional damage from the disaster, and implementation of the mitigation activities will be coordinated and supported through the EOC Incident Command system.

It is anticipated that many of the post-disaster mitigation activities will occur during recovery; therefore, the resource, documentation, training, and financial considerations for recovery are generally also applicable to post-disaster mitigation.

STANDARD OPERATING PROCEDURES (SOP)

Many pre- and post-disaster mitigation activities are better addressed through the development and implementation of standalone SOP rather than in the CEMP. Therefore, County departments and municipalities are encouraged to document their planned mitigation actions in SOPs and incorporate these actions into the CEMP by reference.

One of the SOPs that have been established by the County in its most recent LMS update is the creation and maintenance of an “Event Log.” This log will include photographs of all locations (residences, roads and other structures) that were damaged as a result of a disaster and a GIS map depicting the location, address, municipal jurisdiction of the property. The log will also include damage reports and estimates and where/which department the problem was referred to for mitigation.

Another established SOP relates to the review, addition and removal of projects from the mitigation initiative prioritization list. A final SOP outlines the approach that should be used to identify the locations and causes of damages and the appropriate format for documenting this information. Other SOPs should be developed when and as necessary.

Figure 40. Bay County Storm Surge Zones

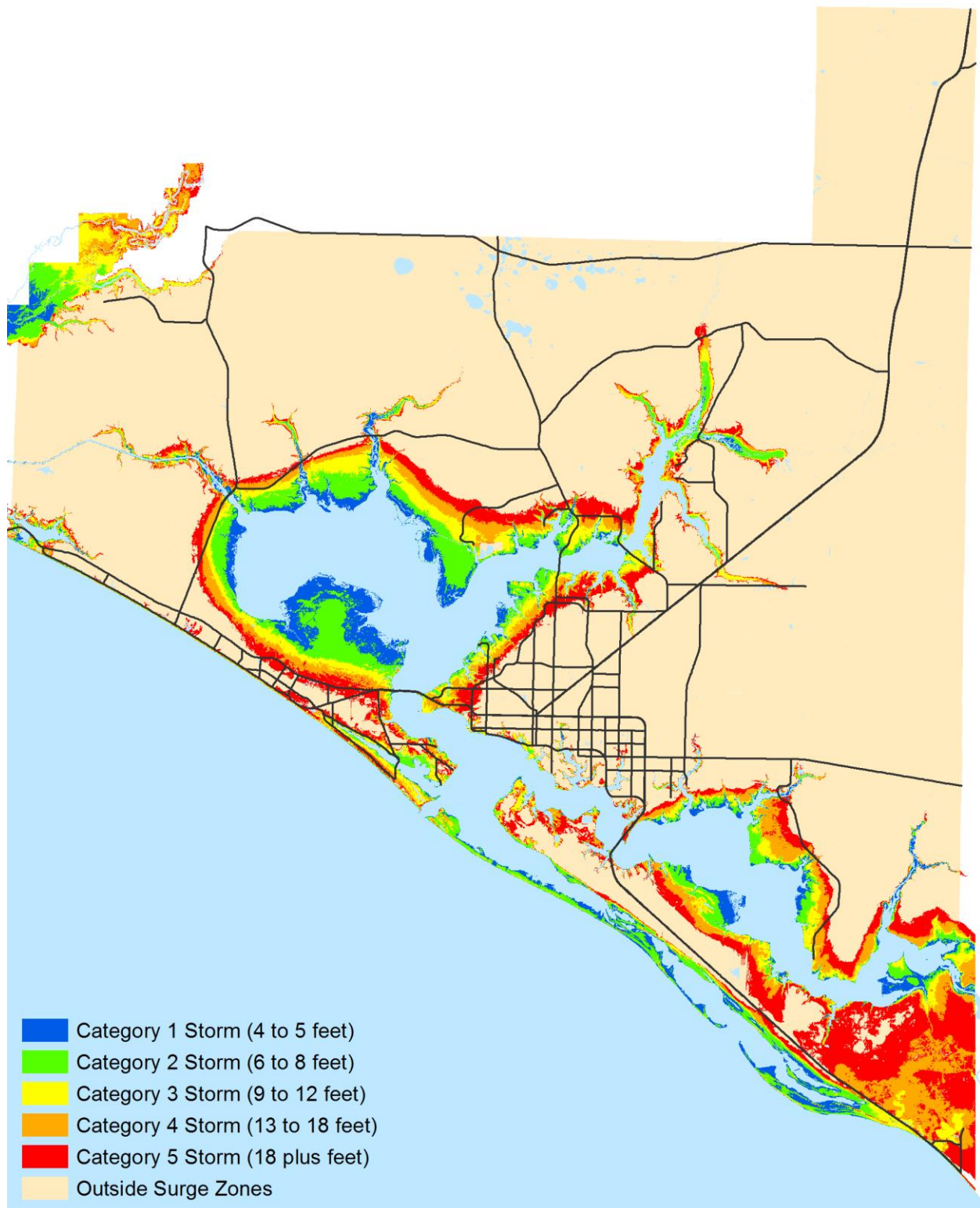


Figure 41. Bay County Category 1 Wind Speed Zones

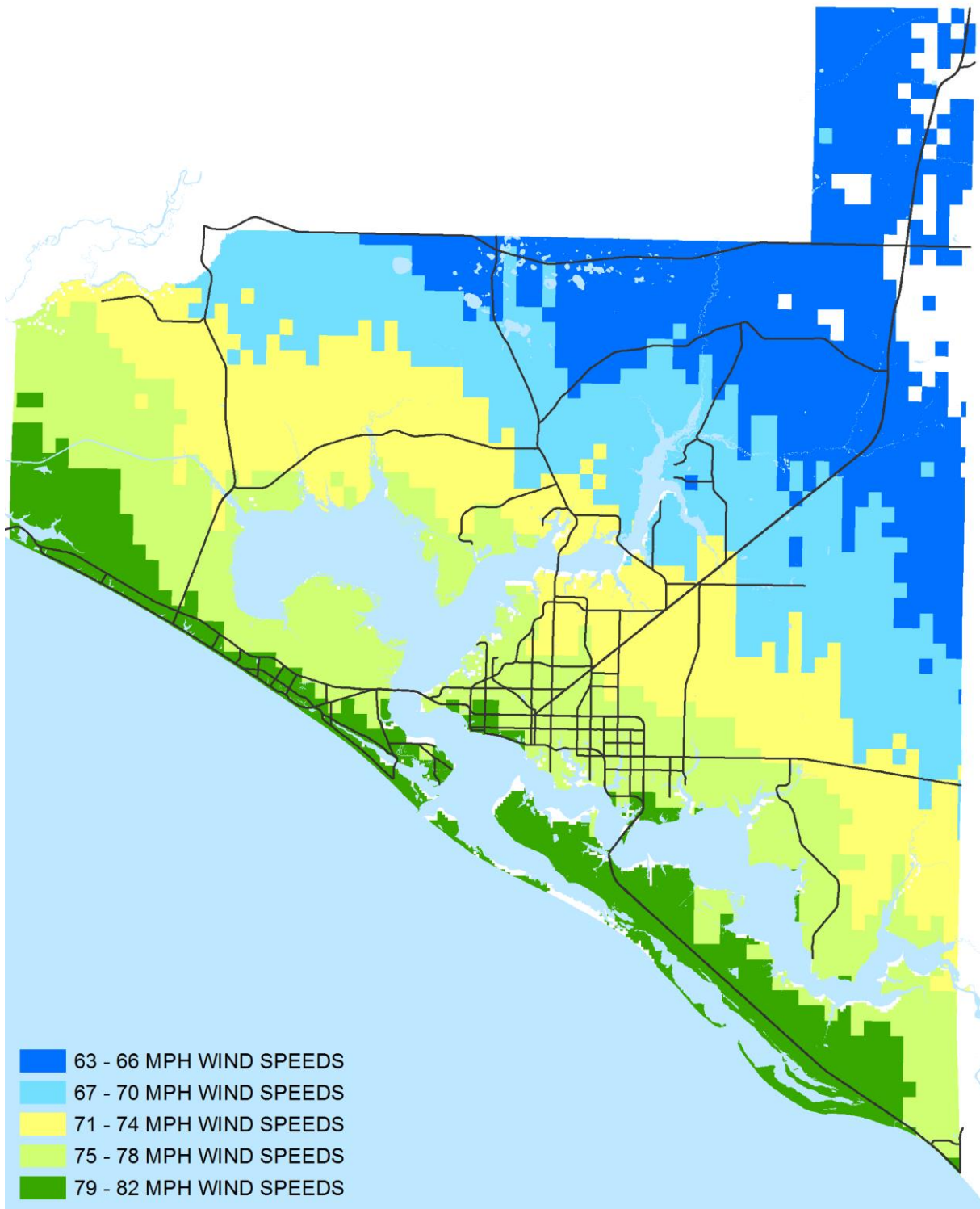


Figure 42. Bay County Category 2 Wind Speed Zones

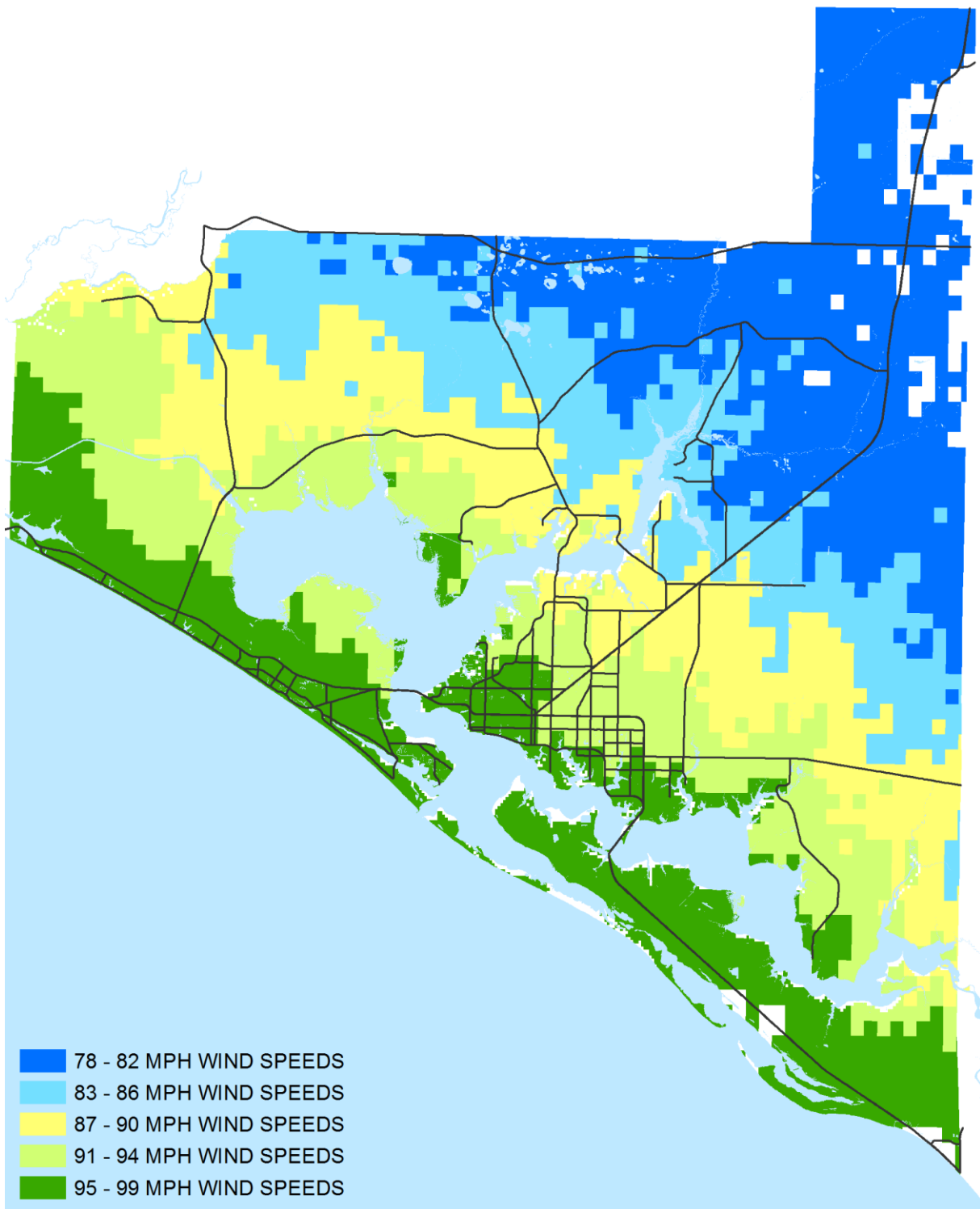


Figure 43. Bay County Category 3 Wind Speed Zones

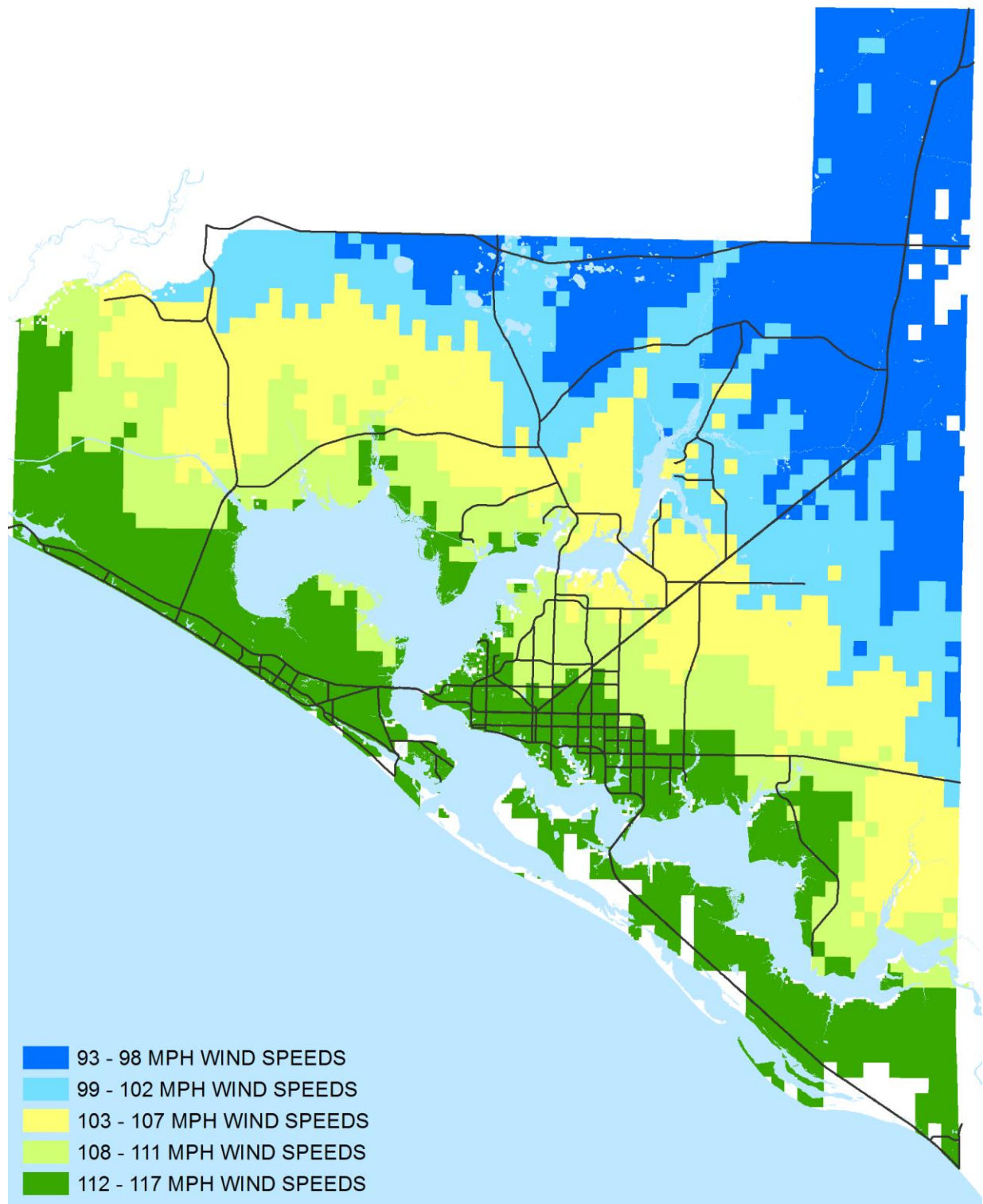


Figure 44. Bay County Category 4 Wind Speed Zones

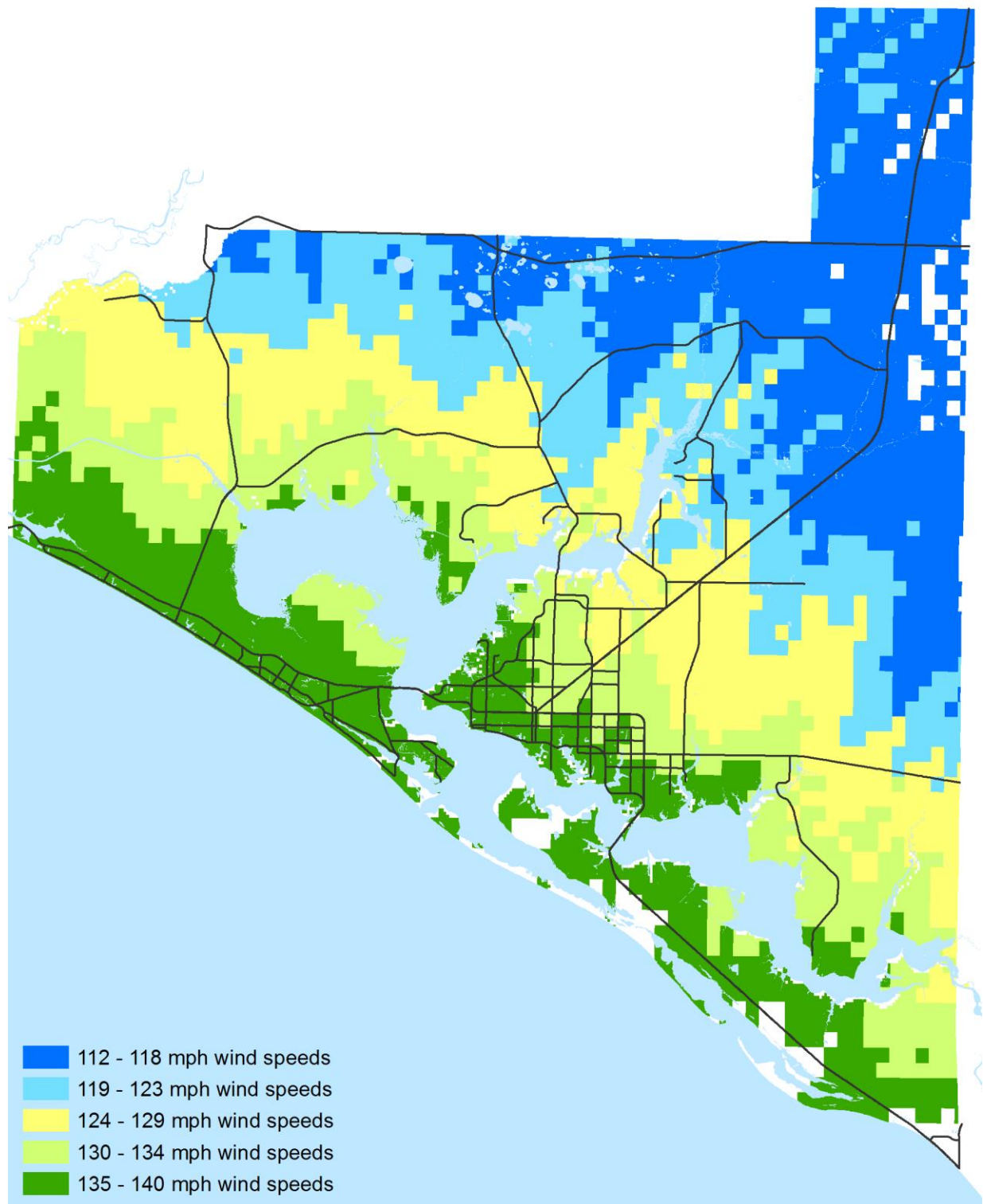


Figure 45. Bay County Category 5 Wind Speed Zones

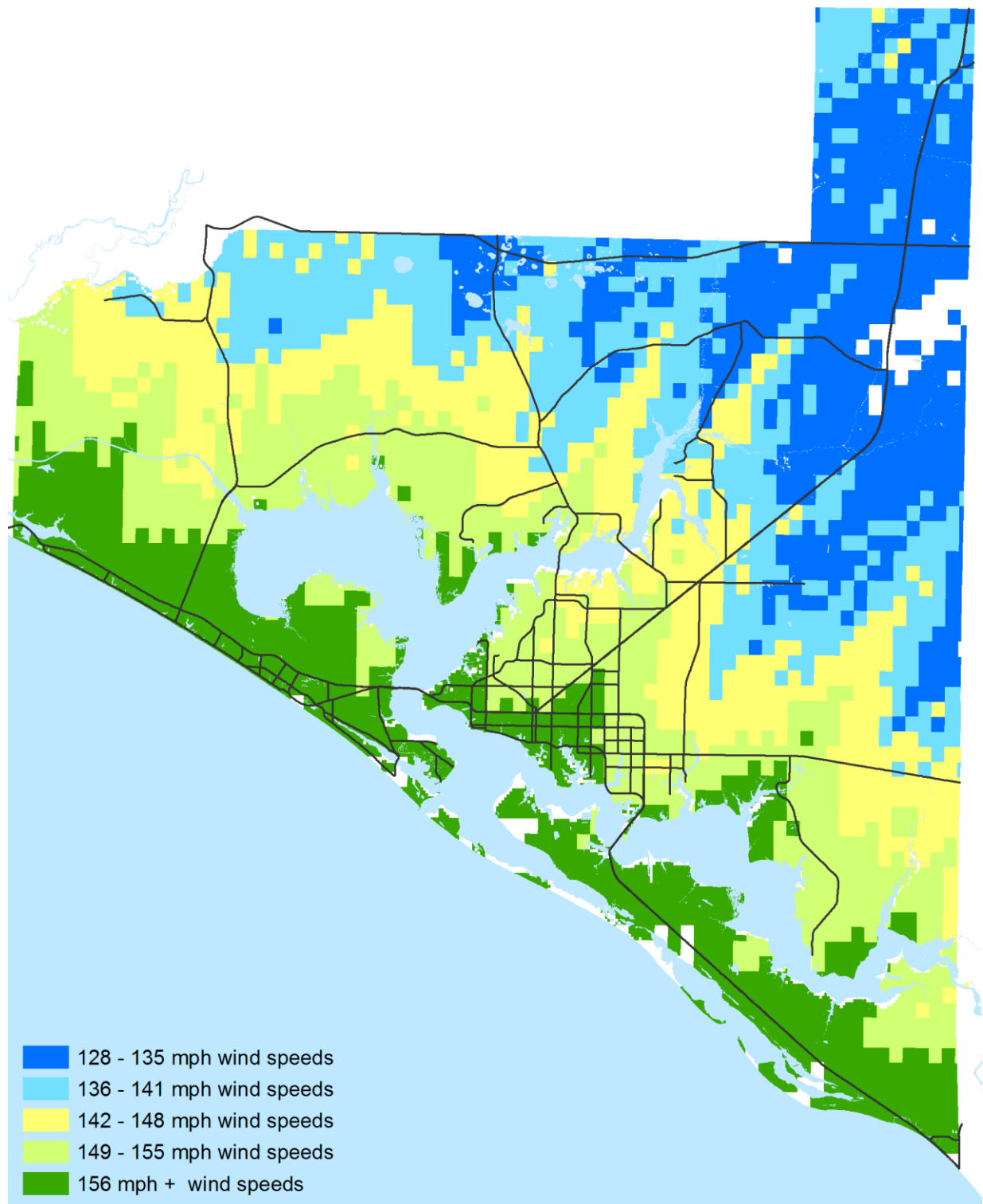
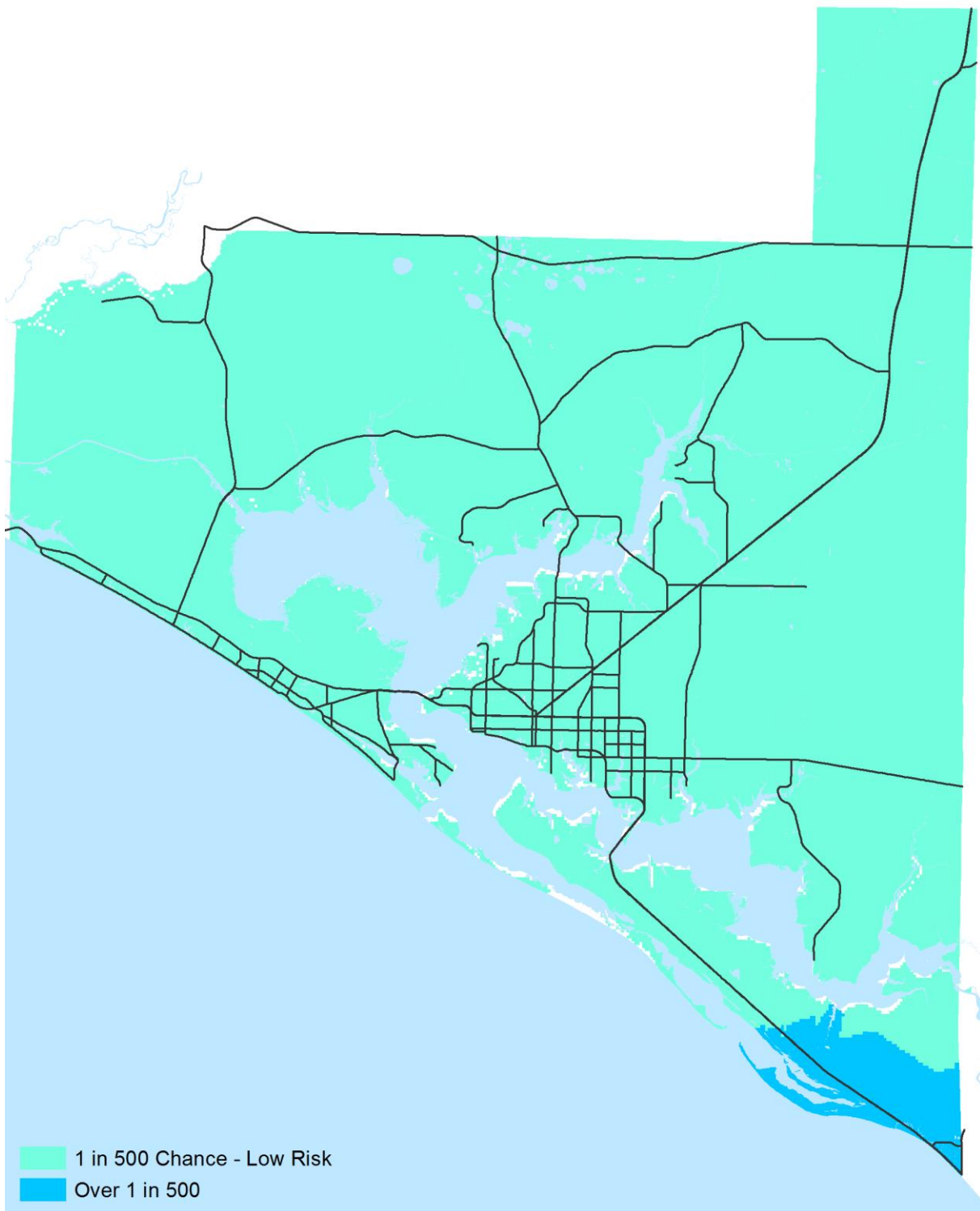


Figure 46. Bay County Tornado Risk Zones



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Tornado History - Bay County

Location	Date	Fujita	Damages	Fatalities	Injuries
Bay County	1978 (2 tornados)	F0-1	\$25K	0	0
Bay County	1980 (3 tornados)	F0-1	\$275K	0	7
Bay County	1981 (2 tornados)	F0-1	\$28K	0	0
Bay County	1982 (3 tornados)	F0-1	\$31K	0	0
Bay County	1983 (3 tornados)	F1	\$2M 775K	0	0
Bay County	1984 (1 tornado)	F0	\$250K	0	0
Bay County	1985 (2 tornados)	F0-1	\$275K	0	1
Bay County	1988 (3 tornados)	F0-1	\$278K	0	0
Bay County	1989 (1 tornado)	F1	\$0	0	0
Bay County	1991 (1 tornado)	F0	\$0	0	0
Bay County	1992 (1 tornado)	F0	\$3K	0	0
Panama City Bch	06/25/1994	N/A	\$500K	0	0
Laguna Beach	03/07/1996	F0	\$0	0	0
Panama City Bch	10/24/1997	F1	\$350K	0	2
Callaway	10/24/1997	F1	\$35K	0	2
Panama City	10/26/1997	F0	\$0	0	0
Hiland Park	10/26/1997	F0	\$20K	0	0
Bid A Wee (PCB)	09/28/1998	F1	\$250K	0	0
West Bay	09/29/1998	F1	\$125K	0	1
Panama City Bch	01/02/1999	F2	\$4.0M	0	7
Tyndall AFB	02/16/2003	F1	\$250K	0	0
Panama City Bch	06/02/2004	F0	\$10K	0	0
Panama City	09/15/2004	F1	\$5.0M	1	7
Allanton	09/15/2004	F1	\$500K	1	1
Callaway	09/15/2004	F1	\$2.0M	0	0
Youngstown	09/15/2004	F0	\$15K	0	0
Panama City Bch	11/24/2004	F0	\$10K	0	0
Panama City Airport	12/24/2005	F0	\$650K	0	0
Bayou George	10/22/2006	F0	\$75K	0	0
Hollywood Bch	10/27/2006	F0	\$5K	0	0
Bay County (Thomas Dr. FD)	10/08/2008	F0	\$500K	0	0

Data obtained from the National Climatic Data Center

Figure 47. Bay County Wild Fire Risk Potential

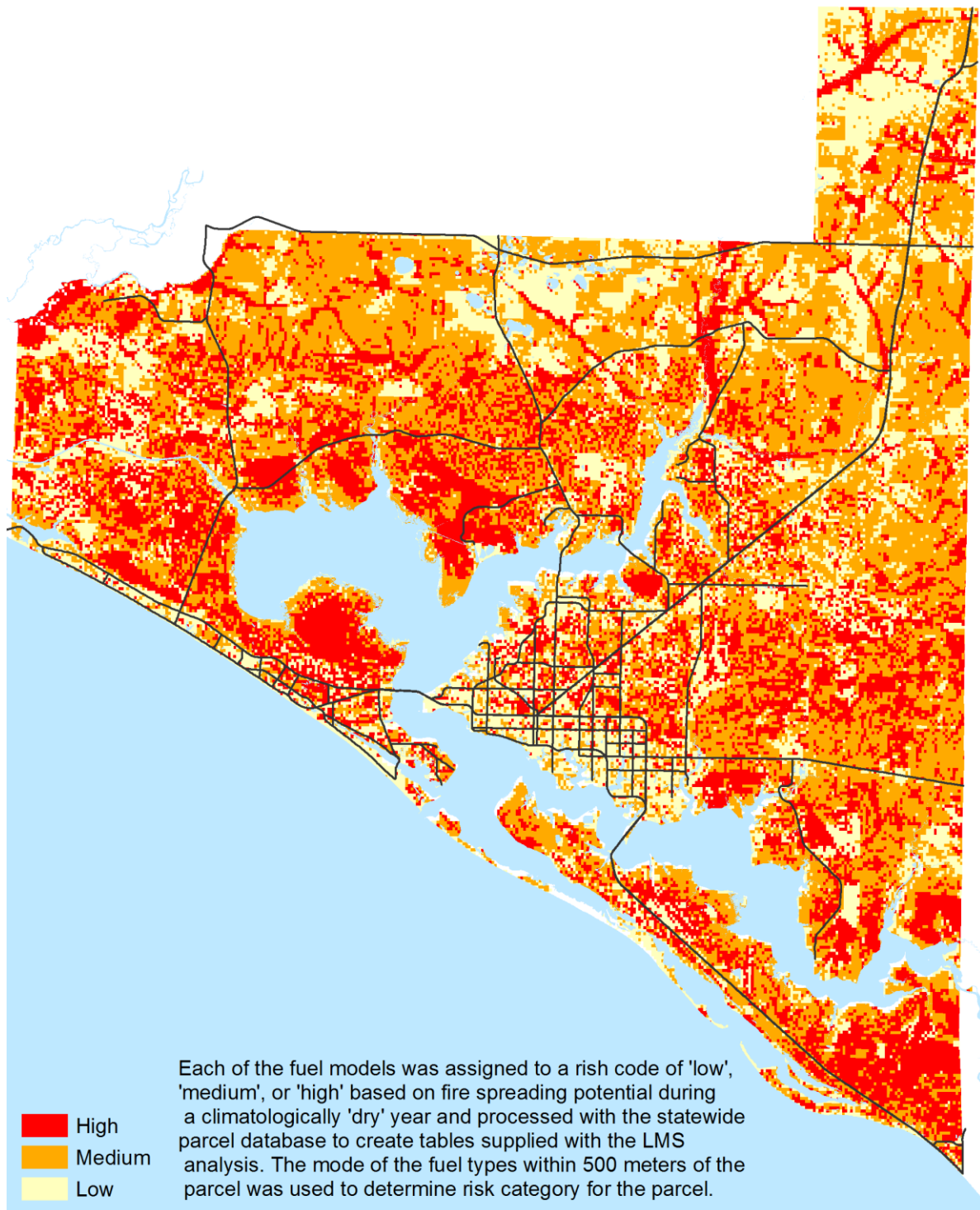


Figure 48. Bay County Sinkhole Risk Potential

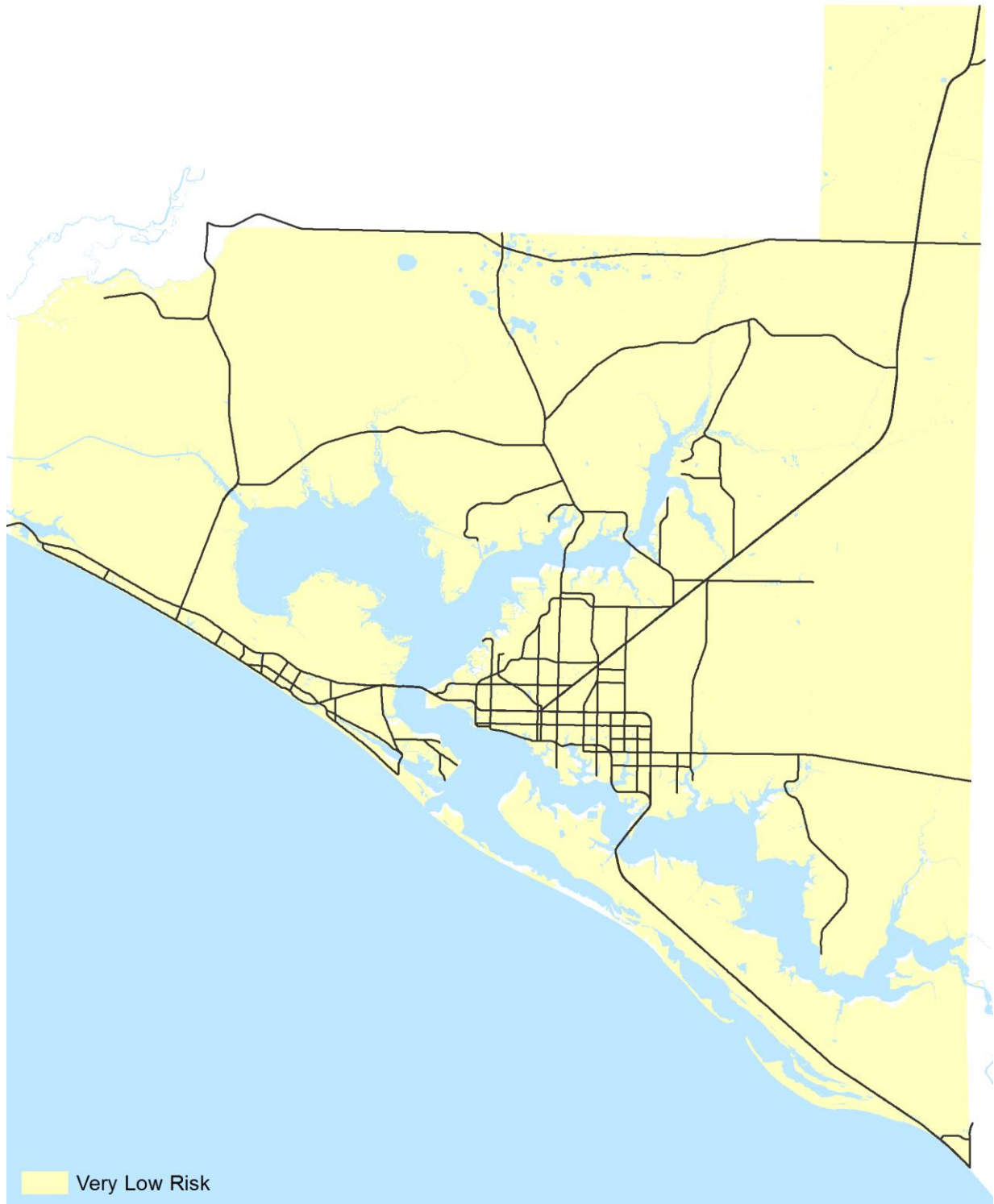
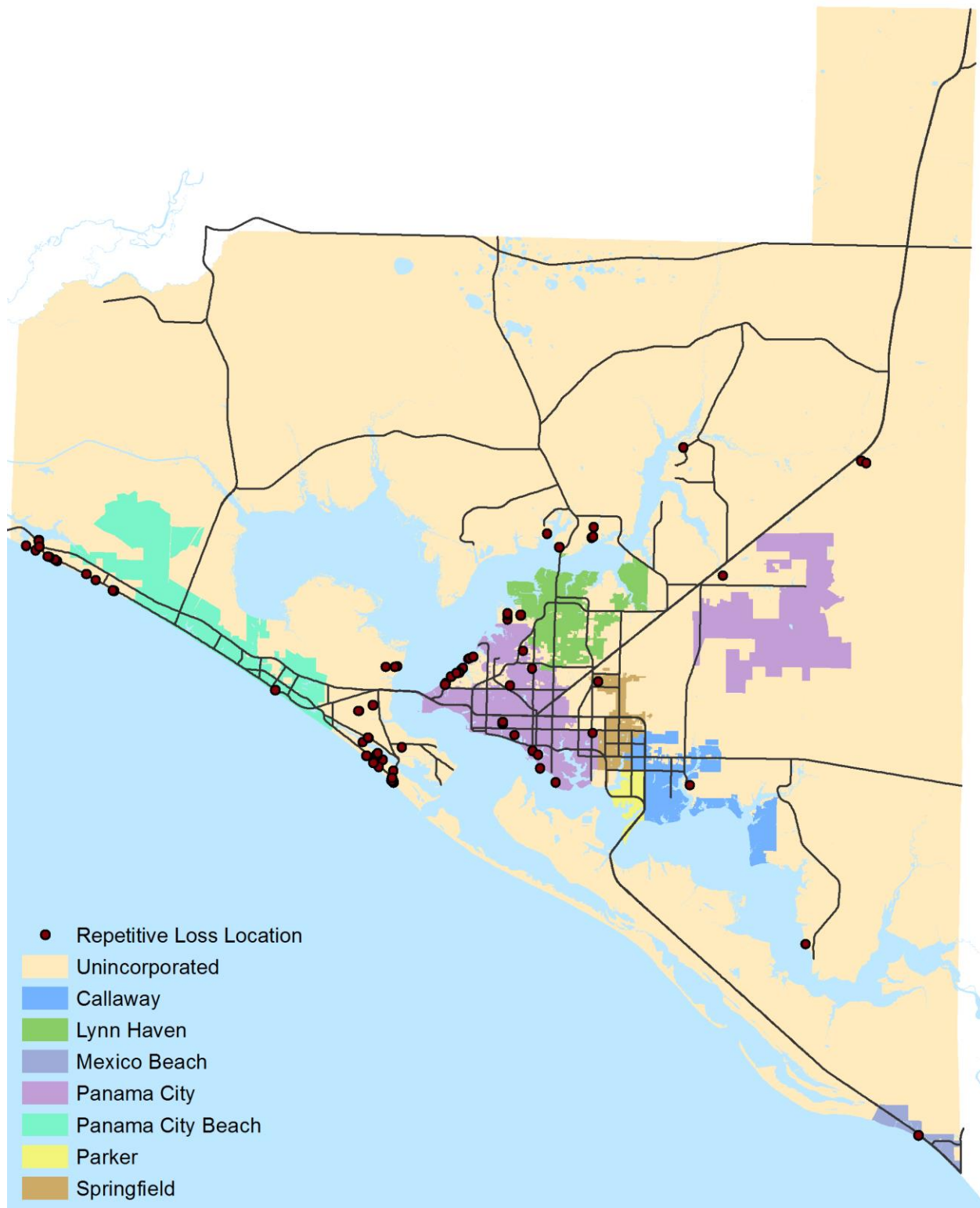


Figure 49. Bay County Repetitive Flood Loss Overview



ICS-ESF INTERFACE

INCIDENT COMMAND/UNIFIED COMMAND

LEAD AGENCY: Bay County Emergency Management Division

SUPPORT ICS/ESFs: Public Information (ESF 14) (PIO)
Safety Officer (SO)
Callaway Municipal Liaison (LNO)
Lynn Haven Municipal Liaison (LNO)
Mexico Beach Municipal Liaison (LNO)
Panama City Municipal Liaison (LNO)
Panama City Beach Municipal Liaison (LNO)
Parker Municipal Liaison (LNO)
Springfield Municipal Liaison (LNO)
Other State/Federal Liaisons (LNO)
Operations Section Chief (OSC)
Logistics Section Chief (LSC)
Planning Section Chief (PSC)
Finance Section Chief (FSC)

I. INTRODUCTION

A. Scope

The Incident Commander's (IC) responsibility is the overall management of the incident. On most incidents the command activity is carried out by a single IC located at the scene, or in the EOC, the Chief of the EMD or Designee. The on scene IC is selected by qualifications and experience.

The IC may have one or more deputies from the same agency, or from an assisting agency. Deputies may also be used at section and branch levels of the ICS organization. Deputies must have the same qualifications as the person for whom they work as they must be ready to take over that position at any time. In a medical threat and/or hazard, the Administrator of the Bay County Department of Health becomes the defacto on scene IC.

II. Concept of Operations

A. General

1. Assess Incident Priorities

Although many of the IC responsibilities do not fall into any particular rank order (and change as a particular situation develops), this is not true with incident priorities. They must be the first items that IC identifies at all emergencies. The three priorities are:

Life Safety

Incident Stabilization

Property Conservation

2. Determine Incident Goals and Objectives

The efforts of all resources available to support response and recovery operations must be properly directed to maximize efficiency and minimize further loss of life and property loss. This is accomplished when command outlines broad strategic goals for responding to and recovering from emergencies then transforms these goals into obtainable practical objectives.

3. Implement the Incident Action Plan (IAP)

During the response to and recovery from most minor emergencies, the action plan can be organized completely by the IC and may not need to be written down. During the response to and recovery from all major and catastrophic emergencies, the IAP will be prepared by the Planning Section and presented to the IC for approval and implementation.

4. Develop an Appropriate Incident Command Structure

The incident command structure is not based on the size of an emergency or the area it involves; it depends on the complexity of the emergency.

5. Resource Management

Command must continually evaluate and adjust the deployment of resources supporting response and recovery operations. Initially assessing the impact of an emergency or disaster and determining the necessary resources to support response and recovery operations is only the first step. As soon as command determines the incident's strategic goals and objectives and identifies and deploys the necessary resources to meet those goals and objectives, one of two things will happen. Either the initial plan will be successful, or it will need to be revised. Additional resources may be needed that are not available locally, requiring reorganization.

6. Coordinating Overall Emergency Activities

Coordination is essential to effective emergency management. Without it, resources will be wasted performing tasks that are not necessary to the overall response and recovery effort. Command must constantly monitor response and recovery operations to ensure that the needed degree of coordination is present and that resources are not working at cross-purposes. The goal is to obtain maximum efficiency from all deployed resources. Proper coordination will ensure that all resources are functioning within the action plan.

7. Additional Functional Responsibilities

Command normally handles Safety, Liaison, and Public Information activities during minor emergencies. As emergencies escalate or for emergencies that originate as major or catastrophic in nature, these functional responsibilities are typically delegated. In

addition to establishing a PIO as part of the command staff, public information support may also be provided by ESF 14 at certain times.

B. Tasks

1. Incident Command Support Staff

During the response to and recovery from major or catastrophic disasters consideration may have to be given to the functions resource tracking/messaging, liaison efforts with outside agencies, and dissemination of information to the news media. When command cannot effectively handle any of these functions they should be delegated to the PIO, the SERT Liaison, the Florida National Guard Liaison, and the EOC Message Officer.

2. Safety Officer (SO)

The SO is responsible for all occupational safety matters, to include emergency responder health and safety. The SO has the authority of the IC/UC to stop, prevent, and record all unsafe acts or practices observed during the incident. Some responsibilities may include identification of PPE, ingress/egress routes, work schedules, control zones, and hazard areas.

3. Liaison Officer (LNO)

The LNO's responsibility is to represent the interests and concerns of municipal, State and/or the Federal government agencies. The LNO should closely coordinate with the IC/UC and with the represented agencies. These matters may include specific hazards or threats, staff, equipment, or resources such as communications. Different agencies commonly operate with different communication equipment. The LNO must identify a list of contacts for each agency represented.

4. Operations Section Chief (OSC)

The OSC is responsible for managing tactical operations for the incident to eliminate and/or lessen the threats, protect life and property of the public as well as for those serving emergency responders. Other responsibilities include situational control, serving as a team member under and coordinating with the General Staff for the purpose of updating the IC/UC to restore the community to pre-event conditions as soon as is practical. This includes participation in the Planning "P" (see **Figure 36**) for development of the incident action plan, preparing and participating in the tactics meeting, and assigning staff in accordance with the approved incident action plan. The OSC is responsible for developing sound working strategies and updating as conditions or situations evolve. The OSC shall coordinate closely with all General Staff to successfully accomplish the mission.

The OSC may have one or more Deputies. Deputies must have the same skillsets and be able to serve fully in the capacity as the Chief. Commonly, the OSC will oversee the staging manager, the fire branch director, the casualty branch director, the public works branch director, and if assigned the air operations branch director

5. Logistics Section Chief (LSC)

The LSC is responsible for providing facilities, services, and materials in support of the incident response. The LSC is responsible for participating in the command and general staff meetings to aid in the development of the operations section of the incident action plan, and to carry out its mission as approved by the IC. The LSC is responsible for monitoring and tracking resource requests for the mission, conduct preplanning to carry out essential goals of the operation, and to coordinate closely with planning and finance.

The LSC may have one or more Deputies. Deputies must have the same skillsets and be able to serve fully in the capacity as the Chief. Commonly, the LSC will oversee the services branch director which includes communications, medical and food units. Additionally the LSC will oversee a support branch director which includes a supply, facilities, and ground support units.

6. Planning Section Chief (PSC)

The PSC is responsible for participation in the operational planning process (Planning “P”), for coordination with the other General Staff for development and preparation of the IAP. The PSC will prepare and with the IC approval, distribute a Demobilization Plan. The PSC participates in the command and general staff meetings. The PSC will consult with Technical Specialists as needed. The planning section will prepare ICS forms 203, 204, 207, and 214, and will work closely with the Safety Officer to include the appropriate safety messages within the IAP.

The PSC may have one or more Deputies. Deputies must have the same skillsets and be able to serve fully in the capacity as the Chief. Commonly, the PSC will oversee the situation unit leader, the resources unit leader, the documentation unit leader, a demobilization unit leader together with any assigned technical specialists.

7. Finance Section Chief (FSC)

The FSC is responsible for participation in the operational planning process (Planning “P”), for coordination with the other General Staff for development and preparation of the IAP. The FSC shall maintain a complete picture of the financial costs associated with the event in keeping with good, sound fiscal accounting practices and procedure. The FSC will participate in command and general staff meetings, keeping the IC updated as to the economic situational cost of the event while ensuring compliance with all applicable federal state and local practices, laws, and/or ordinances.

The FSC may have one or more Deputies. Deputies must have the same skillsets and be able to serve fully in the capacity as Chief. Commonly the FSC will oversee the time unit leader, a procurement unit leader, a cost unit leader, and a compensation/claims unit leader.

OPERATIONS SECTION

LEAD AGENCY: Bay County Emergency Management Division

SUPPORT ICS/ESFs: Planning Section (PS)
Logistics Section (LS)
Finance Section (FS)
Safety Officer (SO)
Callaway Municipal Liaison (LNO)
Lynn Haven Municipal Liaison (LNO)
Mexico Beach Municipal Liaison (LNO)
Panama City Municipal Liaison (LNO)
Panama City Beach Municipal Liaison (LNO)
Parker Municipal Liaison (LNO)
Springfield Municipal Liaison (LNO)
Other State/Federal Liaisons (LNO)
Transportation (ESF 1) (Staging Branch Director)
Communications (ESF 2)
Public Works and Engineering (ESF 3) (Public Works Branch Director)
Firefighting (ESF 4) (Fire Branch Director)
Mass Care (ESF 6) (Mass Casualty Branch Director)
Health and Medical Services (ESF 8)
Search and Rescue (ESF 9)
Hazardous Materials (ESF 10)
Food and Water (ESF 11)
Utilities/Energy (ESF 12)
Military Support (ESF 13)
Law Enforcement & Security (ESF 16) (Law Branch Director/Air Operations Branch Director)
Animal Protection (ESF 17)

I. INTRODUCTION

A. Scope

The Operations Section is responsible for managing and directing all resources supporting response and recovery efforts. The Operations Section is established to maintain an effective span-of-control when command is faced with a complex emergency or disaster requiring support from one or more of the remaining major functional areas.

II. Concept of Operations

A. General

The Operations Section will:

- Support Command in developing incident objectives for the response to and recovery from the impact of emergencies and/or disasters.
- Develop operation plans and tactics to achieve the incident objectives.
- Request or release resources through Command.
- Provide input to the overall incident action plan.
- Keep Command informed of the status of resources assigned to the Operations Section.
- Supervise staging areas.

B. Tasks

1. Support Groups

a. Planning Section (PS)

The PS shall coordinate closely with the OS in order to develop the IAP, make changes and updates as they occur, get the IC approval and make distribution.

b. Logistics Section (LS)

The LS shall coordinate closely with the OS to adjust requests for personnel, equipment, materials, and supplies in order to complete the mission as approved by the IC on the IAP.

c. Finance Section (FS)

The FS shall coordinate closely with the OS in order to track event costs involved with personnel, equipment, materials, contracts, vendors, and supplies being utilized to respond to and recover from the disaster. Oftentimes the operations information will come through the PS/LS, or even the IC with major expenditures.

d. Liaison Officer (LNO)

While the LNO may be assigned from a local municipality, this individual could also be from a State or federal agency. This representative could well be requesting specific resources for the event or could be instrumental in securing outside or mutual aid resources needed for the response or recovery.

e. Safety Officer (SO)

The SO is responsible for all occupational safety matters, to include emergency responder health and safety. The SO has the authority of the IC/UC to stop, prevent, and record all unsafe acts or practices observed during the incident. Some responsibilities may include identification of PPE, ingress/egress routes, work schedules, control zones, and hazard areas.

f. Law Enforcement Group (ESF 16)

The Law Enforcement Group will command, control, and coordinate all law enforcement personnel and equipment deployed to support local law enforcement response and recovery operations.

g. Firefighting Group (ESF 4)

The Firefighting Group will command, control, and coordinate all fire/rescue personnel and equipment deployed to support local fire/rescue, search and rescue, and hazardous materials response and recovery operations.

h. HazMat Group (ESF 10)

The HazMat Group will provide support to local governments in response to an actual or potential discharge or release of hazardous materials resulting from a natural, man-made, or technological disaster.

i. Search and Rescue Group (ESF 9)

The Search and Rescue Group supports local governments in both urban and non-urban search and rescue in response to actual or potential emergency/disaster events.

j. Health/Medical Group (ESF 8)

The Health/Medical Group will coordinate all health and medical resources deployed to support local and regional human and animal health/medical resources responding to public health and medical care needs during emergency response and recovery operations.

k. Mass Care Group (ESF 6)

The Mass Care Group will coordinate all activities involved with the emergency provision of temporary shelters, emergency mass feeding, bulk distribution of coordinated relief supplies for victims of disaster, and disaster welfare information.

l. Food and Water Group (ESF 11)

The Food and Water Group will identify food, water, and ice needs in the aftermath of a disaster or emergency; obtain these resources; and transport them to the impact area. Food supplies obtained and distributed by Food and Water Group will be dispensed to disaster victims and emergency responders through the Mass Care Group.

m. Animal Protection Group (ESF 17)

The purpose of the Animal Protection Group is to provide all animals affected by the disaster with emergency medical care, evacuation, rescue, temporary confinement, shelter, food and water, and identification for return to the owner. The group may also coordinate with the Health/Medical Group regarding diagnosis, prevention, and control of diseases of public health significance. Disposal of dead animals is also a major concern.

n. Public Works Group (ESF 3)

The Public Works Group provides, in a coordinated manner, the resources (human, technical, equipment, facility, materials and supplies) of member agencies to support emergency transportation needs (infrastructure recovery) during an emergency/disaster situation. The Public Works Group may also obtain resources through agency contractors, vendors, and suppliers. Resources may also be obtained from agency-related local, state, regional, national, public, private associations, and/or groups.

Public Works resources under the authority of the Public Works Group will be used to assist in the following:

- Debris clearance from transportation infrastructure;
- The closure or repair of damaged segments of the transportation infrastructure;
- Demolish or stabilize damaged public and private houses, and structures to facilitate search and rescue and/or protect the public's health and safety;
- Develop and initiate emergency collection, sorting, and disposal routes and sites for debris clearance from public and private property;
- Determine the levels of damage to transportation;
- Provide personnel for several Field Operation's response teams and facilities (i.e., Damage Assessment, Staging Areas, Disaster Field Office, Recovery Centers, and Joint Information Centers); and
- Prioritize and initiate recovery efforts to restore, repair, and mitigate the impact of the public works and engineering needs listed above.

o. Utilities Group (ESF 3, 12)

The Utilities Group will provide and/or obtain resources (human, technical, equipment, facility, materials, and supplies) through agency contractors, vendors, and suppliers to restore critical human needs utilities infrastructure. Resources may also be obtained from agency-related local, state, regional, national, public, private associations, and/or groups.

Utilities resources under the authority of the Utilities Group will be used to assist in the following:

- Determine the levels of damage to the following systems: water, electrical, natural gas, wastewater, solid waste facilities, and telecommunications;

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- Repair and restoration of damaged public systems (i.e., water, electrical, natural gas, wastewater, solid waste facilities, telecommunications, etc.)

p. Military Support (ESF 13)

The Military Support mission will likely be different depending upon the type of disaster/threat, and/or the location (if a military command is threatened). While the primary mission is to the base and the hazards threatening the installation, the military have many members and their families that reside within our communities. Additionally, they have resources of personnel, equipment, and materials that can be requested in times of disaster to provide protection for life safety. These resources are already located within our communities, which makes for a quicker deployment to the threatened areas.

q. Transportation Group (ESF 1)

The Transportation Group provides, in a coordinated manner, the resources (human, technical, equipment, facility, materials and supplies) of member agencies to support emergency transportation needs (for victims) during an emergency/disaster situation. The Transportation Group may also obtain resources through agency contractors, vendors, and suppliers. Resources may also be obtained from agency-related local, state, regional, national, public, and private associations or groups.

Transportation resources obtainable by the Transportation Group will be used to assist in the following:

- Evacuation of persons from threatened or immediate danger;
- Monitoring, control, and coordination of vehicular traffic flow;
- Multimodal logistical transportation of evacuees, personnel, equipment, and materials and supplies; and
- Provision of maps for all modes of transportation.

PLANNING SECTION

LEAD AGENCY: Bay County Emergency Management Division

SUPPORT ICS / ESFs: Operations Section (OS)
Logistics Section (LS)
Finance Section (FS)
Safety Officer (SO)
Callaway Municipal Liaison (LNO)
Lynn Haven Municipal Liaison (LNO)
Mexico Beach Municipal Liaison (LNO)
Panama City Municipal Liaison (LNO)
Panama City Beach Municipal Liaison (LNO)
Parker Municipal Liaison (LNO)
Springfield Municipal Liaison (LNO)
Other State/Federal Liaisons (LNO)
Information and Planning (ESF 5)

I. INTRODUCTION

A. Scope

The scope of the Planning Section is to coordinate the overall information and planning activities at the County EOC in support of local resources deployed to complete response and recovery missions in the field.

1. Information processing functions to collect and process essential elements of information from County and municipal agencies and other sources, disseminate it internally via EOC message forms to support response and recovery operations, and provide it as input for reports, briefings, displays, and plans
2. Message forms function to consolidate information into situation reports and other materials to describe and document overall response and recovery activities and to keep local, state, and federal officials, including heads of County and municipal departments and agencies, the Board of County Commissioners, the County Manager and the State EOC informed of the status of overall local response and recovery operations.
3. Displays function to maintain displays of pertinent information to facilitate briefings using wall and GIS maps, charts and status boards in the EOC Incident Command Center and through other means such as the internet or email as available.

II. Concept of Operations

A. General

The Planning Section will:

1. Develop the Incident Action Plan

The Planning Section is the primary developer of the Incident Action Plan. During the response to and recovery from most minor emergencies, the action plan can be organized completely by the Incident Commander and may not need to be written down. However during the response to and recovery from all major and catastrophic emergencies, the incident action plan will be a written document developed by PS staff based upon input from the other sections (i.e., Operations, Logistics and Administration/Finance) and presented to IC for approval and implementation. **Note: The action plan must be flexible and continually assessed.**

2. Maintain an Up-to-Date Situational Overview

The PS will maintain an up-to-date accounting of the situational status and resources assigned to the response/recovery activities. This information will be displayed on maps, provided by the GIS Unit, depicting the incident area and deployment of resources. A comprehensive listing of resources at the incident and their status shall be maintained at all times along with a running situation log.

3. Coordinate Damage Assessments

The PS shall delineate the operational areas for damage assessment and estimate the resources needed to complete the initial and preliminary damage assessments.

4. Provide for Adequate Facilities

The PS will provide for the facilities necessary to carry out the mission, and will conduct pre-planning in order to anticipate additional facilities should they be needed.

B. Tasks

1. Support Units:

a. Operations Section (OS)

The OS will coordinate closely with the PS to ensure that the IAP is developed, approved by the IC, and updated timely as the situation changes or develops differently than expected. This will keep the situation status current and will serve to keep staff informed.

b. Logistics Section (LS)

The LS shall coordinate closely with the PS to track and maintain resource requests, and keep the Resource Unit Leader updated on personnel assignments/locations. The LS will participate in the planning cycle and the IC meetings.

c. Finance Section (FS)

The FS will track expenses of force account labor, contracts, vendors, rented and force account equipment, materials, mutual-aid costs, and volunteer and donations in order to keep the IC updated as to the budgetary expenses for the incident. The FS will participate in the planning and IC meetings.

d. Safety Officer (SO)

The SO is responsible for all occupational safety matters, to include emergency responder health and safety. The SO has the authority of the IC/UC to stop, prevent, and record all unsafe acts or practices observed during the incident. Some responsibilities may include identification of PPE, ingress/egress routes, work schedules, control zones, and hazard areas.

e. Resources Unit (ESF 7)

The Resources Unit is responsible for maintaining the status of all resources assigned to the disaster or incident through proactive collaboration with the Operations and Logistics Sections. In addition to maintaining a status-keeping system, the Resources Unit will maintain a master list of all resources assigned to the incident and track these resources.

f. Situation Unit (ESF 5)

The Situation Unit collects, processes, and organizes ongoing situation information, prepares situation summaries, and develops projections and forecasts of future events related to the incident. The Situation Unit disseminates information and intelligence for use in the IAP.

g. Damage Assessment Unit (ESF 5)

The Damage Assessment Unit is responsible for coordinating damage assessment-related activities for County structures and infrastructure; completing a Countywide damage assessment including building safety inspections and demolitions, coordinating with other response elements, and pro-actively exchanging damage information with incident command and other sections, as necessary.

h. Geographic Information System Unit (ESF 5)

The GIS Unit supports the operations of the EOC by creating and maintaining maps and photographs using Bay County's GIS system and other mapping/photographic systems. The GIS Unit catalogs all products so that they are easily retrievable. Finally, the GIS Unit establishes procedures for prioritizing mapping requests.

LOGISTICS SECTION

LEAD AGENCY: Bay County Emergency Management Division

SUPPORT ICS/ESFs: Planning Section (PS)
Operations Section (OS)
Finance Section (FS)
Callaway Municipal Liaison (LNO)
Lynn Haven Municipal Liaison (LNO)
Mexico Beach Municipal Liaison (LNO)
Panama City Municipal Liaison (LNO)
Panama City Beach Municipal Liaison (LNO)
Parker Municipal Liaison (LNO)
Springfield Municipal Liaison (LNO)
Other State/Federal Liaisons (LNO)
Communications (ESF 2)
Mass Care (ESF 6)
Resource Support (ESF 7)
Health & Medical (ESF 8)
Food & Water (ESF 11)
Military Support (ESF 13)
Volunteers and Donations (ESF 15)

I. INTRODUCTION

A. Scope

The scope of the Logistics Section is to coordinate communications and obtain resources, either through procurement or donations, required in support of response and recovery missions.

1. Message forms will be used by agencies requesting local and mutual aid assistance and resources. These requests will be tracked by the EOC Message Officer through WEBeoc.
2. Information will flow from all Sections, Branches, Divisions, Groups, and Single resources within the County's Incident Command System up and down through the appropriate Section, Branch, Division, or Group to or from the EOC message officer. Once the information has been logged in, it will be directed up to the IC, or down to a designated Section, Branch, Division, Group, or single resource as appropriate.

B. Policies

1. Logistics planning is directed toward satisfying two primary demands. The first is to satisfy the requirements of Local government entities requiring resources to support response and recovery operations. The second is to coordinate obtaining resources required to address any unmet needs of local government and voluntary organizations, if such support is required.

2. Logistics planning will utilize all resources available to Local government.
3. Logistics planning will recognize the availability of contracted and mutual aid resources and understand the policies and plans directed at requesting, securing, deploying, recovering, and returning such resources.

II. Concept Of Operations

A. General

Under major and catastrophic disaster conditions, Bay County is responsible for coordinating local and mutual aid assistance to affected local governmental agencies and voluntary organizations. This normally is accomplished at the local level through the implementation of the Logistics Section of the County Incident Command System. All requests for resources will be submitted to the Logistics Section for review and action.

B. Tasks

1. Support Units:

a. Planning Section (PS)

The PS will support the LS with the assembly and distribution of the IAP, once approved by the IC. The PS will coordinate closely with the LS on resource needs, the staffing plans, personnel assignments, the medical plan, demobilization plan, and the transportation plan.

b. Operations Section (OS)

The OS will coordinate closely with the LS on the strategy, resource requests, changes in personnel, equipment, and supplies needed to accomplish the mission approved in the IAP.

c. Finance Section (FS)

The FS will coordinate closely with the LS on fiscal matters relating to staffing, equipment, supplies, contracts, vendors, and materials for the mission.

d. Liaison Officer (LNO)

The LNO will coordinate with the LS as needed regarding new staffing requirements and/or demobilization of staff, equipment, or supplies.

e. Communications Unit (ESF 2)

The Communications Unit will assure provisions for communications to support local response and recovery operations before, during and immediately following the impact of a minor, major, or catastrophic disaster.

f. Mass Care Unit (ESF 6)

The Mass Care Unit will coordinate all activities involved with the emergency provision of temporary shelters, emergency mass feeding, bulk distribution of coordinated relief supplies for victims of disaster, and disaster welfare information.

g. Procurement Unit (ESF 7)

The Procurement Unit is designated to coordinate all local and mutual aid requests, including contracting for transportation of resources into the affected area if transportation is not provided by the vendor supplying the resources.

The Procurement Unit also administers all financial matters pertaining to vendor contracts. The Procurement Unit coordinates with local jurisdictions to identify sources for equipment, goods and supplies; prepares and signs purchase/equipment rental agreements; and processes all administrative requirements associated with equipment rental and supply contracts.

h. Health & Medical (ESF 8)

The Health/Medical Group will coordinate all health and medical resources deployed to support local and regional human and animal health/medical resources responding to public health and medical care needs during emergency response and recovery operations.

i. Food & Water (ESF 11)

The Food and Water Group will identify food, water, and ice needs in the aftermath of a disaster or emergency; obtain these resources; and transport them to the impact area. Food supplies obtained and distributed by Food and Water Group will be dispensed to disaster victims and emergency responders through the Mass Care Group.

j. Military Support (ESF 13)

The Military Support Group will function to support the LS through resource identification, location, and delivery support when the mission requires it.

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k. Volunteers & Donations Unit (ESF 15)

The Donations Unit will expedite the delivery of voluntary goods and services identified by the County VOAD to support the relief efforts within the County.

FINANCE SECTION

LEAD AGENCY: Bay County Budget / Finance Department

SUPPORT ICS / ESFs: Operations Section (OS)
Planning Section (PS)
Logistics Section (LS)
Transportation (ESF 1)
Communications (ESF 2)
Public Works (ESF 3)
Firefighting (ESF 4)
Information & Planning (ESF 5)
Mass Care (ESF 6)
Resource Support (ESF 7)
Health & Medical (ESF 8)
Search & Rescue (ESF 9)
Hazardous Materials (ESF 10)
Food & Water (ESF 11)
Utilities (ESF 12)
Volunteers & Donations (ESF 15)
Law Enforcement (ESF 16)
Animal Protection (ESF 17)

I. INTRODUCTION

A. Scope

The Finance Section is responsible for tracking all disaster related response and recovery costs, as well as for evaluating the overall financial impact of emergencies and disasters on local government. The Finance Section also maintains records for response and/or recovery of personnel labor (i.e., time), contract cost, vendor expenses, force account and rental equipment claims, mutual-aid expenses, volunteer time and donations for match cost, and compensation expended in addition to any claims related to responder illness, injury or death that occurs as a direct result of the responder's involvement in response and/or recovery operations.

II. Concept Of Operations

A. Tasks

1. Support Groups:

a. Cost Unit

The Cost Unit is primarily responsible for cost accounting and financial management associated with any emergency and/or disaster response. This unit must ensure that equipment and personnel for which payment is required are properly identified, obtain and record all cost data, and analyze and prepare estimates of incident costs. The Cost Unit also provides input on cost estimates for resource use to the Planning

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Section. The Cost Unit must maintain accurate information on the actual costs of all assigned resources. This unit is also charged with preparing all County applications and supporting documentation for FEMA public assistance, if appropriate.

b. Time/Compensation/Claims Unit

The Time/Compensation/Claims (TCC) Unit ensures proper daily recording of personnel time, in accordance with the policies of the relevant agencies, and ensures that all forms required by workers' compensation programs and local agencies are completed. The TCC Unit also maintains files on injuries, illnesses, and/or emergency responder fatalities occurring during the incident period. A later finding can be made by officials as to cause and if that is due to and/or associated with the incident. The TCC Unit maintains logs on the claims, obtains written witness statements, and documents investigations and agency follow-up requirements.

- c. All support sections shall document in accordance with their procedures for all staff time, temporary and/or mutual aid labor claims, force account and/or rented equipment time/costs, contractual costs, materials and/or supplies, together with any reportable injuries, accidents, and/or fatalities, and make sure that documentation is recorded by the finance section in a timely manner.

EXECUTIVE GROUP

LEAD AGENCY: Bay County Board of County Commissioners

Support ICS/ESFs: Callaway City Council
Lynn Haven City Commission
Mexico Beach City Council
Panama City Commission
Panama City Beach City Council
Parker City Council
Springfield City Commission
Attorneys/Legal Staff

I. INTRODUCTION

A. Scope

Command will implement the use of the Executive Section when emergencies or disasters are multi-jurisdictional and require the activation of the County EOC or one or more Municipal EOC. When needed, the Executive Section will establish a County Division and a Municipal Division to coordinate requests for assistance to address any unmet needs of local jurisdictions with the County EOC.

II. Concept of Operations

A. Tasks

1. Support Divisions:

a. County Division

The County Division will coordinate all requests for assistance from County agencies and departments with the County EOC to address any unmet needs.

b. Municipal Division

The Municipal Division will coordinate all requests for assistance from the local municipal governments and agencies with the County EOC to address any unmet needs.

c. The attorneys, legal clerks, and staff shall work to provide answers to their respective representatives on all matters of legality as to form, responsibility, and/or liability as it relates to the disaster event.

EMERGENCY SUPPORT FUNCTION 1 - TRANSPORTATION

PRIMARY AGENCY: Bay County Road & Bridge Division

SUPPORT AGENCIES: Operations Section (OS)
Logistic Section (LS)
Planning Section (PS)
Finance Section (FS)
Callaway Public Works Department
Lynn Haven Public Works Department
Mexico Beach Road Department
Panama City Public Works Department
Panama City Beach Public Works Department
Parker Public Works Department
Springfield Public Works Department
Tri-County Transportation (TCT)
Bay Town Trolley
Bay County Traffic Engineering
Bay District Schools Transportation System (BDS)
Salvation Army
Florida Department of Transportation (FDOT)
Bay County International Airport
Bay Line Railroad
Port of Panama City
Bay County Sheriff's Office (BCSO)
Florida Wildlife Conservation Commission
United States Coast Guard (USCG)

I. INTRODUCTION

The purpose of ESF 1 is to provide, in a coordinated manner, the resources (human, technical, equipment, facility, materials and supplies) of member agencies to support emergency transportation needs during an emergency/disaster situation, and to provide for safe thoroughfares for ingress/egress of emergency access routes for transport of emergency vehicles, equipment, and supplies.

ESF 1 may also obtain resources (human, technical, equipment, facility, materials, and supplies) through agency mutual aid, contractors, vendors, and/or suppliers. Resources may also be obtained from agency related Local, State, regional, national, public, and private or non-profit associations or groups.

Transportation resources obtainable by ESF 1 will be used to assist in the following:

- Evacuation of persons from threatened or immediate danger;
- Monitoring, control, and coordination of vehicular traffic flow;
- Provision of infrastructure status reports for all modes of transportation;

- Multimodal logistical transportation of evacuees, personnel, equipment, and materials and supplies;
- Provision of maps for all modes of transportation.

II. CONCEPT OF OPERATIONS

A. GENERAL

During an emergency or disaster, the Bay County Road & Bridge Division as the primary agency, will coordinate the status of transportation within the County. This will include air and water intermodal transport. Airport and Port of Panama City will assign personnel to the EOC. ESF 1 will respond directly to the Infrastructure Branch Chief who reports to the OSC. In addition, ESF 1 will:

1. Ensure that support agencies will have previously designated personnel assignments to other ESF in the EOC or to their respective agency EOC's, and;
2. Ensure that personnel will be available (in person, by telephone, facsimile, or pager) to assess and respond to transportation resource requests received by the EOC, and;
3. Proactively assess and routinely develop action plans for submission to ESF 5 to meet the short and long-term transportation needs of the threatened and/or impacted area, and;
4. Routinely prepare and file situation reports with ESF 5, and;
5. Meet transportation resource requests through available or obtainable resources of support function agencies, including resources that are available through mutual-aid agreements, compacts, and/or the FEMA.

B. ORGANIZATION

1. ESF 1 will be organized and operate as a team.
2. The Bay County EOC, will assist with public evacuations to and from shelters with busing equipment and personnel, and will ensure that through coordinated planning, all ESF 1 agencies participate:
 - a. Participate in the review and revision of the Bay County CEMP;
 - b. Attend and participate in ESF 1 meetings, training sessions, conferences, and exercises;
 - c. Develop, test, and maintain a manual or automated listings of the following:
 - i. Agency emergency points of contact that need, or may need, to be contacted by agency representative(s) assigned to ESF 1, and;

- ii. Agency available transportation resources (from within the agency) such as types of equipment and equipment operators, and;
 - iii. Points of contact for agency obtainable transportation resources (from agency contractors, vendors, etc.) such as equipment and equipment operators.
- d. Coordinate ESF 1 activities in the EOC during periods of activation by:
 - i. Developing and maintaining the ESF 1 duty schedule, and;
 - ii. Coordinating the receipt and evaluation of mission requests from the threatened and/or impacted area.
- 3. ESF 1 agencies, must ensure that:
 - a. All personnel have access to their agency's available and obtainable transportation resources, and;
 - b. The committed and uncommitted status of such resources is continuously assessed/tracked during an activation of the EOC, and;
 - c. All personnel will participate in the evaluation and mission assignment of transportation resource requests submitted to the EOC, and;
 - d. All personnel will support the development of situation reports and action plans for ESF 5 during activation of the EOC.

C. NOTIFICATIONS

- 1. The CWP will notify the ESF 1 primary agency, the Bay County Road & Bridges Division when an area of the County is threatened or has been impacted by an emergency or disaster event.
- 2. The Bay County Roads & Bridges designated personnel will report to the EOC if so advised or requested by the CWP.
- 3. As warranted by the scope of the impending event, the Bay County Road & Bridge personnel will notify the appropriate support agencies.
- 4. The designated support agencies notified will report to the EOC if so advised or requested by the primary agency, the Bay County Road & Bridge Division Liaison.
- 5. The support agencies designated to report to the EOC will notify their agency's personnel of the impending or actual event.

6. The above notification process will be utilized if the impending or actual event requires any combination of preparedness, response, recovery, or mitigation/redevelopment activities.

D. ACTIONS

Once activated in the EOC, ESF 1 team members on duty will accomplish one or more preparedness, response, recovery, and mitigation/redevelopment actions. The following is a list of those actions:

1. Preparedness Actions

- a. Activate the "Notifications" sequence listed above.
- b. Assign and schedule sufficient personnel to cover an activation of the EOC for an extended period of time.
- c. Review, as necessary, each support agency's automated or manual listings of emergency contacts.
- d. Make contact with ESF 1 counterparts in the threatened or impacted Municipalities according to established procedures.
- e. Evaluate and task transportation requests.
- f. Plan and prepare the notification systems to support an emergency/disaster response. The systems should address evacuation orders (mandatory, Bay County does not issue voluntary evacuation orders), local emergency declarations, to include the lock down of County bridges, suspension of County construction and maintenance.
- g. Generate, in a timely manner, information to be included in the EOC briefings, situation reports, and/or action plans.
- h. Maintain appropriate records for time worked and costs incurred by ESF 1 agencies during an emergency/disaster event.
- i. Evaluate the probability and time period of the response and/or recovery phases for the event.

2. Response Actions

- a. Evaluate and task the transportation support requests for threatened and/or impacted areas.
- b. Plan and prepare the notification systems to support the requests and directives resulting from a declared local State of Emergency and/or request for a State of Emergency and/or disaster declaration.

- c. Generate, in a timely manner, information to be included in the EOC briefings, situation reports, and/or action plans.
 - d. Assign and schedule sufficient personnel to cover an activation of the EOC for an extended period of time.
 - e. Maintain appropriate records of work schedules and costs incurred by ESF 1 agencies during an event.
 - f. Evaluate the probability and time period of the recovery phase for the event. If a recovery phase is probable, start pre-planning for recovery actions.
 - g. Anticipate, evaluate, and respond to all requests for temporary flight restrictions according to established procedures.
3. Recovery Actions
- a. Evaluate and task the transportation support requests for impacted areas.
 - b. Generate, in a timely manner, information to be included in the EOC briefings, situation reports, and/or action plans.
 - c. Plan and prepare the notification systems to support the establishment of staging areas, Points of Distribution Sites (POD), a Disaster Field Office (DFO), DRC, Joint Information Centers (JIC), the deployment of strike teams, mutual aid teams, and other Local, State, and Federal recovery facilities and emergency workers in the impacted area.
 - d. Plan and prepare for the arrival of, and coordination with, FDEM and FEMA ESF 1 personnel.
 - e. Assign and schedule sufficient personnel to cover an activation of the EOC for an extended period of time.
 - f. Maintain appropriate records of work schedules and costs incurred by ESF 1 agencies during an event.
 - g. Seek information concerning the projected date the EOC will deactivate.
 - h. Anticipate, evaluate, and respond to all requests for temporary flight restrictions according to established procedures.
4. Mitigation/Redevelopment Actions
- a. Plan and prepare the notification systems to provide transportation-related support for mitigation and/or redevelopment activities that may begin before and continue for several months after the EOC deactivates.

- b. Plan and prepare the notification systems to support the requests and directives resulting from the Chairman BOCC, Governor and/or FEMA concerning mitigation and/or redevelopment activities. Probable requests and directives include establishment of review and study teams, support of Local government contracting for mitigation and/or redevelopment needs, and other similar professional, technical, and administrative activities.
- c. Generate, in a timely manner, information to be included in the EOC briefings, situation reports, and/or action plans.
- d. Evaluate the probability and time period of the mitigation and/or redevelopment phase for the event. If a mitigation and/or redevelopment phase is probable, start pre-planning actions with agency, Local, State, and/or Federal officials.

E. DIRECTION AND CONTROL

As a part of the Emergency Response Team, agencies of ESF 1 may have to participate (in-County or in another County through mutual aid) on several emergency teams and/or co-locate at several emergency facilities simultaneously. The following is a listing of the teams and facilities through which ESF 1 may have to function:

- 1. Agencies' EOC - In addition to receiving ESF 1 missions, several agencies will receive additional missions serving in a primary or support role to other ESFs. To manage the different roles and accomplish all mission assignments, these agencies use the EOC Message Center as a "clearing house" to "track" assigned missions, resources committed, resources available, needed support for resources committed, and other matters necessary for an effective emergency operation.
- 2. EOC Mission Tasking – When a request for assistance is received by ESF 1, it is assigned to the agency or agencies that have the most appropriate resources and expertise to accomplish the task. No agency will be tasked more than another to ensure a balance in "mission" tasking. Such is necessary to maximize the use of all available resources.
- 3. State and/or Federal Resources - Should ESF 1 foresee or have a need for resources not otherwise available, action will be taken to secure such resources through the State CEMP, NRF or some other State or Federal source. Normally, an action to secure a resource from a State or Federal source would be coordinated with/through the Liaison Officer (LNO), State Coordinating Officer (SCO) and/or the Federal Coordinating Officer (FCO).
- 4. Contracts and Contractors - Resources that are not available through ESF 1 may best be obtained through a contractor. This inherent understanding is based on the existence of the term "obtainable," and its definition is in the Introduction section of this ESF 1.
- 5. Mitigation and/or Redevelopment - ESF 1 does not have budgetary authority or funds for mitigation or redevelopment needs that result from an emergency or disaster. Therefore, the primary and support agencies for ESF 1 can only provide (as in-kind or matching)

professional, technical, and administrative personnel and their use of related equipment to mitigation and redevelopment efforts that may follow an event. Such in-kind or matching resources can be used to support the review, investigation, contracting, and other professional, technical, and administrative tasks generally required for mitigation and/or redevelopment activities.

III. RESPONSIBILITIES

A. PRIMARY AGENCY – BAY COUNTY ROADS & BRIDGES DIVISION

1. Coordinate all ESF 1 administrative, management, planning, preparedness, response, recovery, and mitigation/redevelopment activities.
2. Assign Bay County Roads & Bridges personnel to the ESF 1 duty schedule in the EOC.
3. Provide all available and obtainable transportation resource support for the ESF 1 mission to include:
 - a. Transportation equipment and facilities listed in the Appendix;
 - b. Provide bus transportation capacities and point of contact data by Municipality;
 - c. Provide airport, airfield, heliport, seaplane base, and hospital helistop data such as location, elevation, navigation communication aids, runways, and owner-operator points of contact;
 - d. Provide railroad transportation systems data and points of contact;
 - e. Provide seaport data such as location, navigation communication aids, docking and cargo capability, and owner-operator points of contact;
 - f. Provide incident responders maps for all modes of transportation;
 - g. Provide multimodal transportation engineering, technical, and specialty support and coordination.

B. SUPPORT AGENCIES

1. Operations Section

The Operations Section will assist the Road & Bridge Division with identification of hazardous roadways, closed roadways, alternate emergency ingress/egress routes, rescue of stranded motorists and/or emergency responders, as the situation warrants.

2. Logistics Section

The Logistics Section will assist the Road & Bridge Division with identification of assets and resources to accomplish the mission of the approved IAP, to close hazardous

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roadways, make temporary road repairs, setting up alternate emergency routes, tracking resources ordered.

3. Planning Section

The Planning Section will assist the Road & Bridge Division with the IAP in identification of hazardous roadways, notification of safe routes and other emergency communications regarding road & bridge closures.

4. Finance Section

The Finance Section will assist with documentation of costs, staffing, equipment, and materials necessary for the safety of the motoring public and emergency responders in closing and opening emergency ingress/egress routes over land, water, and air.

5. Municipal Road/Public Works Section

The Municipal Road/Public Works Departments will work to identify hazardous roads, to close unsafe roadways, identify alternate emergency ingress/egress routes throughout their respective jurisdictions, and when in matters of life safety for the public and/or emergency responders will coordinate repairs with other departments and/or available contractors to make temporary emergency repairs as is possible and only when safe to do so. Placing emergency barricades or an emergency vehicle with flashing lights may be the only measure possible in an emergency situation.

6. Tri-County Transportation/Bay Town Trolley/Council-On-Aging/Salvation Army/Bay District Schools Bus Transportation System

- a. Assign transport personnel and/or equipment to the ESF 1 duty schedule in the EOC.
- b. Provide all available and obtainable transportation resources for the support of ESF 1 missions.
- c. Provide transportation related technical and specialty support and coordination.

7. Bay County Traffic Engineering

- a. Provide technical assistance to ESF 1 with temporary/permanent road/bridge, and right-of-way repairs and stabilization measures.
- b. Provide technical assistance to ESF 1 with emergency ingress/egress alternative routes.

8. Florida Department of Transportation

- a. Request assignment of an FDOT LNO representative to the ESF 1 duty schedule in the EOC.

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- b. Provide all available and obtainable transportation resources for the support of ESF 1 missions.
 - c. Provide transportation related technical and specialty support and coordination.
9. Northwest Florida Beaches International Airport
- a. Assign Airport personnel to the ESF 1 duty schedule in the EOC. Airport resources will more specifically be used to support:
 - i. Air transportation of emergency/disaster officials, personnel, equipment, materials, and supplies. Resources will also be used for air reconnaissance, air surveillance flights (to include search and rescue), monitoring of vehicular movements (i.e., ships, rail, etc.), aerial impact assessment flights, and air transportation technical and specialty support and coordination, and;
 - ii. Coordinate with public and private airport/airfield offices, stations, and facility issues with the Federal Aviation Administration.
 - b. Provide all available and obtainable transportation resources for the support of ESF 1 missions.
 - c. Provide transportation related technical and specialty support and coordination.

10. Bay Line Railroad

Bay Line Railroad will assist ESF 1 with transport and logistical support of heavy or large quantities of freight from outside the area and/or mass movement of personnel when rail may be the quickest or most expedient method.

11. Port of Panama City

- a. Assign Port of Panama City personnel to the ESF 1 duty schedule in the EOC. Port resources will more specifically be used to support:
- b. Maritime transportation of equipment, materials, and supplies. Resources may also be used for reconnaissance, impact assessment, and maritime transportation, technical and specialty support and coordination, and;
- c. Coordinate public and private marina and/or port offices, and facility issues with the US Coast Guard.
- d. Provide all available and obtainable transportation resources for the support of ESF 1 missions.
- e. Provide transportation related technical and specialty support and coordination.

12. Bay County Sheriff's Office

- a. Assign Bay County Sheriff's Office personnel to the ESF 1 duty schedule in the EOC.
- b. Provide all available and obtainable transportation resources for the support of ESF 1 missions. BCSO resources will be more specifically used to:
 - i. Coordinate law enforcement support for activating evacuation orders;
 - ii. Coordinate law enforcement escort-support for emergency materials, supplies, and personnel vehicles, singularly or in convoys;
 - iii. Coordinate law enforcement support for traffic control, public safety, and security.
- c. Provide transportation related technical and specialty support and coordination.

13. Florida Wildlife Conservation Commission (FWC)

The FWC will assist ESF 1 with emergency rescue operations over bays and navigable inland water-ways of personnel and water craft. They will coordinate with the BCSO, the USCG in search operations as necessary.

14. United States Coast Guard will assist ESF 1 with emergency search & rescue operations throughout coastal water-ways, and in close coordination with other law enforcement agencies.

IV. FINANCIAL MANAGEMENT

A. DOCUMENTATION OF INCURRED COSTS

- 1. Each ESF 1 agency that has an automated financial management system will utilize that system to capture the incurred costs of available and contracted resources used during the preparedness, response, recovery, and mitigation/redevelopment activities of an emergency, disaster, or exercise.
- 2. All agencies that do not have an automated financial management system will utilize its normal financial management procedures to capture and document incurred costs.
- 3. All automated financial management systems that are used to document incurred costs must comply with applicable agency, local, state, and federal guidelines, rules, standards, and laws. This understanding is based on the knowledge that any reimbursement of incurred costs must be editable.

B. NOTIFICATION OF INCURRED COSTS

- 1. All agencies that have an automated financial management system must use the companion procedures and forms necessary for notification of and authorization for incurring costs.

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2. All agencies that do not have an automated financial management system will use their normal financial management procedures and forms necessary for notification of and authorization for incurring costs.
3. All agencies understand that their financial management system, procedures and forms necessary for notification of and authorization for incurring costs must be in compliance with applicable agency, local, State, and federal guidelines, rules, standards, and laws.

C. TRANSPORTATION EQUIPMENT AND FACILITIES POOL

The following is the transportation equipment and facilities pool of all ESF 1 agencies from which certain and specific resources are referenced and assigned as the responsibility of each ESF 1 agency identified herein:

1. Buses of various types and sizes, with drivers, to be used for evacuations and other logistical transportation missions;
2. Passenger and utility vans of various types and sizes, with and without drivers, to be used for evacuations and other logistical transportation missions;
3. Trucks and/or trailers of various types, sizes, and combinations with drivers/operators to be used for various logistical transportation missions;
4. Aircraft, aircrews, ground and operations personnel and communications for transportation of emergency officials, personnel, light-load cargo, and for various aerial surveillance and reconnaissance flights;
5. Boats of various types and sizes, powered and non-powered, for various logistical transportation missions;
6. Cars of various size, most without drivers, to be used for various logistical transportation missions;
7. Vehicle repair facilities, equipment, and personnel to be used for repairs to various types of emergency vehicles;
8. Fleet parking and storage areas to be used for the staging, parking, and storage of various types of emergency vehicles, and;
9. Fleet Maintenance and vehicle service facilities and personnel to be used for refueling and servicing various types of emergency vehicles.

EMERGENCY SUPPORT FUNCTION 2 - COMMUNICATIONS

PRIMARY AGENCY: Bay County Emergency Management Division- Communications Division

SUPPORT AGENCIES: Bay County Sheriff's Office
Panama City Communications Division (PSAP)
Lynn Haven Communications
Mexico Beach Communications
Panama City Beach Communications
Parker Communications
Springfield Communications
Motorola
Bay County Communication Support Team
Amateur Radio Civil Emergency Service

I. INTRODUCTION

The Purpose of this appendix is to provide the County's provisions for communications support before, during, and after an emergency/disaster situation. ESF 2 will coordinate communications assets (both equipment and services) that may be available from a variety of sources (i.e., County agencies, voluntary groups, the telecommunications industry, State and/or Federal government agencies, and the United States Military) before or after the activation of the EOC.

II. CONCEPT OF OPERATIONS

A. GENERAL

Under the leadership of the Bay County EMD-Communications Division, representatives from each of the support and voluntary agencies will staff the EOC. The role of the primary agency will be to focus coordination and ensure the management of combined agency efforts. The Communications Division will respond directly to the OSC who reports to the EOC IC.

B. ORGANIZATION

The Communications Division provides the leadership and management of the ESF with those identified supporting agencies providing an equal, but subordinate role for supporting ESF 2 operations.

C. NOTIFICATION

The CWP will notify the Chief of EMD when an area of the County is threatened or has been impacted by an emergency or disaster event. The CWP will provide further notification to

supporting agencies, as required, through commercial telephone or other means described in established ESF 2 operating procedures.

D. ACTIONS

1. Preparedness

- a. Identify communications facilities, equipment, and personnel located in, and outside, the affected area that could be made available to support response and recovery efforts.
- b. Begin accessing needs to pre-stage communications assets for rapid deployment into the affected area.

2. Response

- a. Identify the actual and planned actions of commercial telecommunications companies to restore services.
- b. Determine what assets are available and nearest to the affected area(s) by each ESF 2 support agency and the time frame in deploying those assets.
- c. Coordinate the acquisition and deployment of communications equipment, personnel, and resources to establish temporary communications capabilities within the affected area.
- d. Accumulate damage information obtained from assessment teams, the telecommunications industry, and other city/County agencies and report that information through ESF 5.
- e. Assess the need for and obtain telecommunications industry support as required.
- f. Prioritize the deployment of services based on available resources and critical needs.
- g. Coordinate communications support to all governmental, quasi-governmental and volunteer agencies as required.

3. Recovery

- d. Assemble a listing of all County communications assets available to support a recovery mission. Other volunteer and local agencies with communications assets may be requested to contribute assets to the response effort. Industrial resources may also be considered for availability and effectiveness. Furthermore, availability, operational condition, and duration of need must be considered. The logistical requirements necessary to obtain critically needed equipment will also be evaluated.
- e. Prepare and process reports using established procedures, focusing specific attention to the production of after-action reports.

- f. Evaluate and task the communications support requests for impacted areas.
 - g. Generate, in a timely manner, information to be included in the EOC briefings, situation reports, and/or action plans.
 - h. Plan and prepare the notification systems to support the establishment of staging areas, distribution sites, a Disaster Field Office, Recovery Centers, Joint Information Centers, the deployment of strike teams, mutual aid teams, and other local, state, and federal recovery facilities and emergency workers in the impacted area.
 - i. Assign and schedule sufficient personnel to cover an activation of the EOC for an extended period of time.
 - j. Maintain appropriate records of work schedules and costs incurred by ESF 2 agencies during an event.
 - k. Seek information concerning the projected date the EOC will deactivate.
4. Mitigation

This ESF provides feedback to the DES and all supporting agencies and voluntary organizations concerning activities and issues that need to be addressed.

E. DIRECTION AND CONTROL

- 1. The Chief of EMD who oversees the Communications Division who is within the DES provides direction and control for ESF 2. The Chief and/or supervisor will manage and control the operation of this ESF to include mission assignment, mutual aid, contracts for goods and services, and recovery and mitigation activities (Recovery Center/Disaster Field Office operations).
- 2. Field Operations: Agencies of ESF 2 may serve in Field Operations (i.e., Initial Assessment Team(s), Preliminary Damage Assessment Team(s), Disaster Field Office operations, Recovery Center operations, intrastate and/or interstate mutual aid assistance, etc.).

III. RESPONSIBILITIES

A. PRIMARY AGENCY – BAY COUNTY EMERGENCY MANAGEMENT DIVISION – COMMUNICATIONS DIVISION

The Communications Division, serves as the primary agency for ESF 2 and as such, will coordinate all activities (i.e., administration, planning, training, preparedness, response, recovery, mitigation, etc.). The Division will also coordinate and manage ESF 2 activities with the other components within the ICS-ESF Interface.

Responsibilities include:

- a. Screen all requests for 800 MHz portable radios.
- b. Maintain systems and the capability for emergency communications that include all two-way communications resources.
- c. Command vehicles for Command Posts or net control/dispatch points.

B. SUPPORT AGENCIES

- 1. AT&T - Will coordinate matters pertaining to private telecommunications emergency utilities by identifying and monitoring telecommunications utility services.

Radio Amateur Civil Emergency Services - Responsibilities include:

Provide public communications assistance during emergencies and disasters.

IV. FINANCIAL MANAGEMENT

All requests for communication services must originate through the EOC Message Center/WebEOC. Once entered into either WebEOC or EM Constellation and tasked, ESF 2 will initiate action. The Finance/Administration Section will maintain a record of all payment to vendors.

EMERGENCY SUPPORT FUNCTION 3 - PUBLIC WORKS

PRIMARY AGENCY: Bay County Engineering Division

SUPPORT AGENCIES: Bay County Public Utilities Department,
Florida Department of Environmental Protection
Callaway Public Works Department
Lynn Haven Road Department
Mexico Beach Utilities Department
Panama City Engineering Department
Panama City Beach Engineering Department
Parker Public Works Department
Springfield Utilities Department
Bay County Purchasing Department
Bay County Clerk of Court-Finance Division
Bay County Human Resources Department-Risk Division
Bay County Solid Waste Department
Bay County GIS Division

I. INTRODUCTION

The primary purpose of ESF 3 is to provide, a safe and fully functioning transportation system throughout the County, in a coordinated manner, between all local jurisdictions. The Engineering Division shall coordinate the resources (human, technical, equipment, facility, materials and supplies) of member agencies to support emergency transportation needs and restoration of critical human needs and utilities during an emergency/disaster situation.

ESF 3 may also obtain resources (human, technical, equipment, facility, materials, and supplies) through agency contractors, vendors, and suppliers. Resources may also be obtained from agency related local, state, regional, national, public, private associations, and/or groups.

Engineering resources under the authority of ESF 3 will be used to assist in the following:

- Identification of obstructions and damage to the multimodal transportation infrastructure;
- Prioritization and initiation of emergency work tasking to clear debris and obstructions from, and make emergency repairs to, the multimodal transportation infrastructure;
- The closure or repair of damaged segments of the multimodal transportation infrastructure;
- Repair and restoration of damaged public systems (i.e., water, sanitary sewage, storm water collection, generation, distribution systems, etc.);
- Demolish or stabilize damaged public and private houses, and structures to facilitate search and rescue and/or protect the public's health and safety;
- Develop and initiate emergency collection, sorting, and disposal routes and sites for debris clearance from public and private property;
- Determine the levels of damage to the following systems: transportation, water, sewage,

- and solid waste sites (generation, distribution, collection, storage, and disposal);
- Provide personnel for several Field Operations response teams and facilities (i.e. Initial Assessment, Damage Assessment, Staging Areas, Disaster Field Office, Recovery Centers, and Joint Information Centers);
- Prioritize and initiate recovery efforts to restore, repair, and mitigate the impact of the public works and engineering needs listed above, and;
- Provide technical assistance with respect to flooding, water management, structural integrity assessments, and impact assessments of infrastructure.

II. CONCEPT OF OPERATIONS

A. GENERAL

During an emergency or disaster, the Engineering Division will assign personnel to the EOC. ESF 3 will respond directly to the Infrastructure Branch Chief who reports to the OSC. In addition, ESF 3 will:

1. Develop action plans to address the short and long term public works and engineering needs of the threatened and/or impacted area.
2. Develop and file situation reports with ESF 5.
3. Meet engineering resource requests through available or obtainable resources of support agencies, including resources that are available through mutual-aid agreements, compacts, the State Emergency Operations Center (SEOC) and/or FEMA.
4. Evaluate damage to infrastructure and conduct impact assessment in the threatened and/or impacted area and, as appropriate, task personnel for response and recovery work.

B. ORGANIZATION

1. ESF 3 will be organized and operate as a team.
2. The Engineering Division, as the primary agency, must ensure that through coordinated planning activities with all ESF 3 support agencies:
 - a. Participate in the review and revision of the County CEMP.
 - b. Attend and participate in meetings, training, conferences, and exercises.
 - c. Develop, test, and maintain manual or automated listings of the following:

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- i. Agency points of contact that are to be contacted by agency representative(s) assigned to ESF 3, and;
 - ii. Agency available public works and engineering resources (from within the agency) such as types of equipment and equipment operators, and;
 - iii. Points of contact for agency obtainable public works and engineering resources (from agency contractors, vendors, etc.) such as equipment and equipment operators.
 - d. Coordinate ESF 3 activities in the EOC during periods of activation by:
 - i. Developing and maintaining the ESF 3 duty schedule, and;
 - ii. Coordinating the receipt, evaluation, and mission of requests from the threatened and/or impacted area, and;
 - iii. Developing situation reports and action plans to be submitted to ESF 5.
- 3. Support agencies, including the Public Works Department, must ensure that:
 - i. Emergency personnel have access to their agency's available and obtainable resources, and;
 - ii. The status of committed and uncommitted resources is tracked during an activation of the EOC, and;
 - iii. All personnel will participate in the evaluation and mission assignment of public works and engineering resource requests submitted to the EOC, and;
 - iv. All personnel will support the development of situation reports and action plans for ESF 5 during activation of the EOC.

C. NOTIFICATIONS

- 1. The CWP will notify the ESF 3 primary agency, the Engineering Division, when an area of the County is threatened or has been impacted by an emergency or disaster event.
- 2. The Engineering Division's designated personnel will report to the EOC if so advised or requested by the EOC.
- 3. As warranted by the scope of the event, the Engineering Division personnel will notify the appropriate support agencies who must report to the EOC.
- 4. The support agencies designated to report to the EOC will notify their agency of the impending or actual threat.

5. The above notification process will be utilized if the event requires any combination of preparedness, response, recovery, or mitigation/redevelopment activities.

D. ACTIONS

Once activated in the EOC, ESF 3 team members on duty will accomplish one or more preparedness, response, recovery, and mitigation/redevelopment actions. The following is a list of those actions:

1. Preparedness Actions

- a. Activate the "Notifications" sequence listed above.
- b. Assign and schedule sufficient personnel to cover an activation of the EOC for an extended period of time.
- c. Review, as necessary, each support agency's automated or manual listings of emergency contacts.
- d. Make contact with ESF 3 counterparts in the threatened or impacted municipalities according to established procedures.
- e. Evaluate and task public works and engineering support requests.
- f. Plan and prepare the notification systems to support an emergency/disaster response. The systems should address evacuation orders, local emergency declarations to include the impacts of local actions on the ingress into an impacted area) by public works and engineering personnel, equipment, and supplies.
- g. Generate, in a timely manner, information to be included in the EOC briefings, situation reports, and/or action plans.
- h. Maintain appropriate records for time worked and costs incurred by ESF 3 agencies during an emergency/disaster event.
- i. Evaluate the probability and time period of the response and/or recovery phases for the event.

2. Response Actions

- a. Evaluate and task the public works and engineering support requests for the threatened and/or impacted area.
- b. Plan and prepare the notification systems to support the deployment of an Initial Assessment Team(s), Preliminary Damage Assessment Team(s), and/or Damage

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Assessment Team(s).

- c. Plan and prepare the notification systems to support the requests and directives resulting from a declared local State of Emergency and/or request for a State of Emergency and/or disaster declaration.
 - d. Generate, in a timely manner, information to be included in the EOC briefings, situation reports, and/or action plans.
 - e. Assign and schedule sufficient personnel to cover an activation of the EOC for an extended period.
 - f. Maintain appropriate records of work schedules and costs incurred by ESF 3 agencies during an event.
 - g. Evaluate the probability and time period of a recovery phase for the event. If a recovery phase is probable, start pre-planning for recovery actions.
3. Recovery Actions
- a. Evaluate and task the public works and engineering support requests for impacted areas.
 - b. Generate, in a timely manner, information to be included in the EOC briefings, situation reports, and/or action plans.
 - c. Plan and prepare the notification systems to support the establishment of staging areas, distribution sites, a Disaster Field Office, Recovery Centers, Joint Information Centers, the deployment of strike teams, mutual aid teams, and other Local, State, and Federal recovery facilities and emergency workers in the impacted area.
 - d. Plan and prepare for the arrival of and coordination with State and/or FEMA ESF 3 personnel.
 - e. Assign and schedule sufficient personnel to cover an activation of the EOC for an extended period.
 - f. Maintain appropriate records of work schedules and costs incurred by ESF 3 agencies during an event.
 - g. Seek information concerning the projected date the EOC will deactivate.
4. Mitigation/Redevelopment Actions
- a. Plan and prepare the notification systems to provide public works and engineering-related support for mitigation and/or redevelopment activities that may begin before

and continue for several months after the EOC returns to a monitoring level.

- b. Plan and prepare the notification systems to support the requests and directives resulting from the Chairperson of the Bay County BOCC, Governor and/or the FEMA concerning mitigation and/or redevelopment activities. Probable requests and directives include establishment of review and study teams, support of Local government contracting for mitigation and/or redevelopment needs, and other similar professional, technical, and administrative activities.
- c. Generate, in a timely manner, information to be included in the EOC briefings, situation reports, and/or action plans.
- d. Evaluate the probability and time period of a mitigation and/or redevelopment phase for this event. If a mitigation and/or redevelopment phase is probable, start pre-planning actions with agency, Local, State, and/or Federal officials.

E. DIRECTION AND CONTROL

Agencies of ESF 3 may have to participate (in-County or from another County through mutual aid) on several emergency teams and/or co-located at several emergency facilities. The following is a listing of the teams and facilities through which ESF 3 may have to function:

- 1. Agencies' Emergency Operations Centers - In addition to receiving ESF 3 missions, several agencies will receive additional missions serving in a primary or support role to other ESF's. To manage the different roles and accomplish all missions assigned, the agencies use the EOC Message Center as a "clearing house" to "track" assigned missions, resources committed, resources available, needed support for resources committed, and other matters necessary for an effective emergency operation.
- 2. Emergency Operations Center Mission Tasking - When a request for assistance is received by ESF 3, it is assigned to the agency or agencies that have the most appropriate resources and expertise to accomplish the task. No agency will be tasked more than another to ensure a balance in "mission" tasking. Such tasking is necessary to maximize the use of all available and obtainable resources.
- 3. Field Operations - Agencies of ESF 3 will serve in Field Operations (i.e., Initial Assessment Team, Preliminary Damage Assessment Team, Disaster Field Office operations, Recovery Center operations, intra-County and/or inter-County mutual aid assistance, etc.). The activation sequence for these activities is noted above.
- 4. State and/or Federal Resources - Should ESF 3 foresee or have a need for resources not otherwise available, action will be taken to secure such resources through the SEOC, FEMA or some other State or Federal source. Normally, an action to obtain a resource from a State or Federal source is coordinated with/through the LNO, SCO and/or the FCO. Since a need for State and/or Federal resources may arise early in an event, the coordination of needed State and/or Federal resources is noted above as an activity to anticipate, plan for, and prepare notification systems.

5. Contracts and Contractors - Resources that are available through ESF 3 may best be obtained through a contractor. This inherent understanding is based on the existence of the term "obtainable" and its definition of this ESF 3 can be found within the appendix.
6. Mitigation and/or Redevelopment - ESF 3 does not have budgetary authority or funds for mitigation or redevelopment needs that result from an emergency or disaster. Therefore, the primary and support agencies for ESF 3 can only provide (as in-kind or matching) professional, technical, and administrative personnel and their use of related equipment to mitigation and redevelopment efforts that may follow an event. Such in-kind or matching resources can be used to support the review, investigation, contracting, and other professional, technical, and administrative tasks generally required for mitigation and/or redevelopment activities.

ii. RESPONSIBILITIES

A. PRIMARY AGENCY – ENGINEERING DIVISION

1. Coordinate all ESF 3 administrative, management, planning, preparedness, response, and recovery activities.
2. Assign Engineering Division personnel to ESF 3 duty schedule in the EOC.
3. Provide all available and obtainable engineering resource support for the ESF 3 mission to include equipment, personnel, and facilities that are listed in Section IV. C. of the Appendix.

B. SUPPORT AGENCIES

1. Bay County Utilities Department
 - a. Assign Utilities Department personnel to the ESF 3 duty schedule in the EOC.
 - b. Provide all available and obtainable public works, utilities and engineering resource support for ESF 3 missions to include:
 - i. Providing a liaison for private water and/or sewage utility coordinating groups, and;
 - ii. Providing and/or obtaining initial and updated damage reports for utility infrastructure, emergency repair/restoration plans, and;
 - iii. Providing and/or obtaining initial and updated reports of activation of intra-County and inter-County mutual aid agreements (i.e., FlaWARN), and;
 - iv. Providing utilities work accomplished, utilities restored, and projected utilities restoration status reports, and;

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- v. Providing public works and civil engineers, technicians, specialists, managers, supervisors, and technical and specialty support and coordination.
- c. Provide public works and engineering technical and specialty support and coordination.

2. Florida Department of Environmental Protection

- a. Request for assignment of Florida Department of Environmental Protection (FDEP) personnel to the ESF 3 duty schedule in the EOC.
- b. Provide all available and obtainable public works and engineering resource support for the ESF 3 mission to include: Emergency survey, surveillance, sampling, testing, and monitoring of hazardous materials, hazardous waste generation, distribution, collection, storage, and disposal sites; public works and engineering personnel and crews; and water and sewage pumping, treatment, distribution, and collection systems, and Human Resource Services, to ensure the public health, safety, and integrity of such systems.
- c. Provide all available and obtainable public works and engineering resources for the support of ESF 3 missions. The FDEP will specifically provide public works and engineering equipment, personnel, and facilities listed later in this appendix.
- d. Providing public works and engineering regulatory technical and specialty support and coordination.

3. Municipal Public Works/Road Departments

The Municipal Public Works/Road Departments shall coordinate with the Bay County Engineering Division operating in the EOC under ESF 3 to provide support for and a coordinated response to transportation systems to ensure that:

- i. Transportation systems are safe and fully functional within their respective jurisdictions, and;
- ii. To render them safe with temporary repairs or closures and coordinate this information timely with ESF 3, and;
- iii. Provide resources of labor, equipment, materials, and/or supplies in support of the ESF 3 mission with the EOC.

4. Bay County Purchasing Department

Shall assist in the ESF 3 mission by identifying vendors, contractors, and other outside resources required for the mission; to assist by completing the financial documentation to secure and have the resources transferred per the instructions for delivery and use of

the mission.

5. Bay County Clerk of Court-Finance Division

Shall assist the ESF 3 mission by processing the emergency payments, and by ensuring that payroll goes out timely, as financial institutions may be closed, making emergency cash payments when necessary, ensuring that financial records are available and in good order.

a. Documentation of incurred costs

Each ESF 3 agency that has an automated financial management system will utilize that system to capture the incurred costs of available and contracted resources used during the preparedness, response, recovery, and mitigation/redevelopment activities of an emergency, disaster, or exercise.

All agencies that do not have an automated financial management system will utilize its normal financial management procedures to capture and document incurred costs.

All automated financial management systems that are used to document incurred costs must comply with applicable agency, state, and federal guidelines, rules, standards, and laws. This understanding is based on the knowledge that any reimbursement of incurred costs must be auditable.

b. Notification of incurred costs

All agencies that have an automated financial management system must use the companion procedures and forms necessary for notification of and authorization for incurring costs.

All agencies that do not have an automated financial management system will use its normal financial management procedures and forms necessary for notification of and authorization for incurring costs.

All agencies understand that their automated or normal financial management system, procedures and forms necessary for notification of and authorization for incurring costs must be in compliance with applicable agency, Local, State, and Federal guidelines, rules, standards, and laws.

6. Bay County Human Resources Department-Risk Division

Shall assist the ESF 3 mission by ensuring that risk policies on contracts are identified and in-place as soon as is possible, notwithstanding matters of life safety or emergency protection of improved property.

7. Bay County Solid Waste Division

Shall assist in the ESF 3 mission by collecting, and disposing of the solid waste materials. This shall be in accordance with all applicable FDEP environmental disposal regulations, for approved landfill operations. This will include available reduction and where possible recyclable materials methodologies.

8. Bay County GIS Division

Shall assist ESF 3 mission with, incident mapping of damaged areas/sites, resource allocation/staging areas, mobile and fixed sites, open, closed, and alternative transportation routes. Support the IAP, situation reports with mapping products.

C. ENGINEERING EQUIPMENT AND FACILITIES POOL

The following is the engineering equipment, personnel, and facilities pool of all ESF 3 agencies from which certain and specific resources are referenced and assigned as the responsibility of each ESF 3 agency identified herein:

- i. Trucks and/or trailers of various types, sizes, and combinations with drivers/operators, and;
- ii. Front-end loaders, bulldozers, and excavators of various sizes and types, to include rubber-tired and tracked, with operators, and;
- iii. Cranes, bucket trucks, and pole trucks of various types and sizes, with operators, and;
- iv. Heavy equipment transporters, trucks, trailers, vans, and vehicles, with drivers, to transport the public works and engineering equipment, equipment support and service vehicles, and personnel listed herein, and;
- v. Electrical generators, welding machines, cutting torches and tanks, work lights, pumps with and without pipe and hose, and work boats and work barges of various types and sizes, and;
- vi. Skilled and semi-skilled carpenters, low and high voltage electricians, masons, plumbers, pipe fitters, welders, general construction personnel, and debris clearing personnel, with trade safety equipment and hand and power tools, and;
- vii. Engineering staff including civil engineers, technicians, specialists, managers, and supervisors, and;
- viii. Mobile and non-mobile repair facilities, equipment, and personnel to be used for repairs to various types of public works and engineering equipment, and;

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- ix. Parking and storage areas to be used for the staging, parking, and storage of various types of public works and engineering equipment, and;
- x. Mobile and non-mobile fleet service facilities, equipment, and personnel to be used for refueling and servicing various types of public works and engineering equipment.

EMERGENCY SUPPORT FUNCTION 4 - FIREFIGHTING

PRIMARY AGENCY: Department of Emergency Services, Fire Services Division

SUPPORT AGENCIES: Callaway Fire Department
Lynn Haven Fire Department
Mexico Beach Department of Public Safety
Panama City Fire Department
Panama City Beach Fire Department
Parker Fire Department
Springfield Fire Department
Bay County HazMat Division
Bay County International Airport Fire Department
Tyndall Fire Department
Naval Coastal Systems Panama City Fire Department
Florida Division of Forestry
Florida Fire Marshall's Office – Panama City Branch
Mutual-Aid Fire Departments
ARC, Florida Panhandle Chapter
Salvation Army Panama City

I. INTRODUCTION

The purpose of ESF 4 is to provide resources support to local governments and to describe the use of County and Municipal resources to detect and suppress urban, rural and wildland fires resulting from, or occurring coincidentally with, a significant disaster condition or event.

II. CONCEPT OF OPERATIONS

A. GENERAL

Firefighting involves managing and coordinating firefighting support to local governments for the detection and suppression of fires, as well as mobilizing and providing personnel, equipment, and supplies in support of Local governments.

B. ORGANIZATION

The DES - Fire Services Division is the primary agency for ESF 4. Supporting the Fire Services Division will be representatives from the Municipal fire departments. The Department of Agriculture and Consumer Services and Division of Forestry will also provide support during wildland fires resulting from or occurring coincidentally with a significant disaster condition or event. Representatives from primary and support agencies will be present in the EOC on a

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24-hour basis. ESF 4 will respond directly to the Operations Section Chief who reports to the Chief of EMD.

C. NOTIFICATION

1. Upon notification by the CWP of a potential or actual event requiring response, the emergency contact person for the Fire Services Division will notify all other ESF 4 members by telephone, pagers, or through the communications facilities at the CWP.
2. All support agency contact persons for ESF 4 will be instructed to alert their contacts throughout the agency/department to ensure that all-available resources are on standby.
3. Resource inventories will be confirmed for possible use.

D. ACTIONS

1. Preparedness

The Bay County Fire Services Division is responsible for planning, coordinating and mobilizing resources from fire service organizations Countywide.

2. Response

- a. County and other local resources from outside the disaster area are committed through coordination with other agencies that have firefighting resources.
- b. Transportation will be provided, if available, or it may be the responsibility of the resource agency. This may require coordination with ESF 1. In addition, resources may be pre-positioned, if necessary.
- c. Agencies of ESF 4 may serve in Field Operations (i.e., Initial Assessment Team(s), Preliminary Damage Assessment Team(s), Disaster Field Office operations, Recovery Center operations, intra-County and/or inter-County mutual aid assistance, etc.).

3. Recovery

- a. Fire Services Division personnel may be utilized for damage assessment.
- b. Upon request, ESF 4 will provide firefighting personnel and resources for recovery efforts.

III. RESPONSIBILITIES

A. PRIMARY AGENCY- BAY COUNTY DEPARTMENT OF EMERGENCY SERVICES, FIRE SERVICES DIVISION

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The DES- Fire Services Division, is the primary agency in ESF 4. As the primary agency, it coordinates with the support agencies in directing fire-fighting resources and response activities.

B. SUPPORT AGENCIES

1. Municipal Fire Departments

Municipal fire departments will work with the Bay County Fire Services Division by forwarding requests for and/or providing firefighting assistance.

2. Department of Agriculture and Consumer Services, Division of Forestry

- a. Serve as supporting agency during an activation of the EOC for a wildfire.
- b. Will request and coordinate the use of all State controlled and/or Forestry Agency Compact assets that are ordered for control of wildfires.

3. ARC, Panhandle Chapter/Salvation Army Panama City

The ARC/Salvation Army shall provide rehabilitation services for emergency responders.

IV. FINANCIAL MANAGEMENT

All disaster respondents, City/County or otherwise, who assist due to requests from the ESF 4, must submit their preliminary reimbursement request to the FDEM within 15 business days of stand down orders. The final request must include the following:

- i. Salaries - Provide a schedule for all employees, the time they worked, their pay rate and matching rate, separating regular time from overtime, and;
- ii. Travel - Provide copies of the travel vouchers you have paid due to disaster response. The appropriate Finance Director must certify travel vouchers as true expenditures, and;
- iii. Equipment - Provide a detailed description of the equipment used to assist, detailing the type and size, pump size and horsepower, where the equipment was used, number of hours per piece, per day, and type of work each piece performed.

EMERGENCY SUPPORT FUNCTION 5 - INFORMATION AND PLANNING

PRIMARY AGENCY: Bay County Emergency Management Division

SUPPORT AGENCIES: Department of Emergency Services

IT & GIS Department

I. INTRODUCTION

ESF 5 (Information and Planning) compiles, analyzes, and coordinates overall information and planning activities in the EOC in support of emergency operations.

II. CONCEPT OF OPERATIONS

A. GENERAL

The primary function of Information and Planning is to act as a clearinghouse for event information, facilitate the development/distribution of the IAP, participate in the planning cycle meetings, develop approaches and devise solutions for future response operations. Information management will enhance the planning efforts through the collection, processing, analysis, and dissemination of information (raw data and reports) to be used to forecast activities of the response and recovery phases of a disaster. Information may be collected from vital sources such as the ESF's and the impacted municipalities. This information is forwarded to the appropriate authorities. ESF 5 facilitates the formulation of protective action recommendations, incident action plans, and specialized operational plans. ESF 5 also provides meteorological information, spatial analysis, technical assistance, technical reports and information displays for the EOC.

B. ORGANIZATION

ESF 5 is staffed by the Bay County Emergency Management Division and assisted by the Bay County GIS Division. ESF 5 is comprised of four functional branches under the leadership of a PSC who responds directly to the IC.

C. NOTIFICATION

In the event of an emergency or disaster, the CWP will notify the Emergency Management staff and in particular the Emergency Management Specialist, who serves as the PSC.

The PSC will then notify staff appropriate personnel to staff the various units to be activated. A staff roster, based on the operational period and event intensity, will be developed and instituted to support disaster operational needs.

D. ACTIONS

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1. Preparedness - ESF 5 will:
 - a. Maintain a trained staff to fulfill tasks associated with ESF 5 operations.
 - b. Maintain and update needed computer data and programs, maps, critical facility information, evacuation studies, demographics and critical County data (e.g. shelter capacity, evacuation routes, etc.).
 - c. Periodically evaluate systems, processes and methodologies in an effort to anticipate operational requirements and types of response information needed by EOC personnel and governmental agencies.
 - d. Orient other EOC staff/personnel as to the support that may be provided by the Information and Planning Section.
2. Response - ESF 5 will:
 - a. Upon notification, immediately staff the EOC.
 - b. Establish a duty roster and telephone lists.
 - c. Set up status boards, obtain data/studies and electronic files, and initiate the planning and reporting processes.
 - d. Develop and disseminate a meteorological forecast.
 - e. Anticipate types of response information that EOC personnel and other governmental agencies will require.
 - f. Initiate and maintain event information on the County's web-site.
 - g. Coordinate with key personnel in the field.
 - h. Monitor conference calls and develop a summary report.
 - i. Provide information in support of EOC agencies, Local governments, Federal agencies and voluntary organizations.
 - j. Facilitate planning meetings to develop IAP and Situation Reports as appropriate.
 - k. Share information-processing capabilities with the SEOC.
 - l. Establish contact with Local governments and Forward SERT field staff.
 - m. Plan, coordinate, and manage initial assessment assets and reports all findings to the EOC.

3. Recovery - ESF 5 will:
 - a. Deploy Information and Planning staff in support of field operations.
 - b. Collect and process information concerning recovery activities while the response phase of the disaster is on-going.
 - c. Develop IAP and Situation Reports as appropriate.
 - d. Develop spatial analysis of Recovery Operations.
 - e. Anticipate other types of recovery information EOC personnel and governmental agencies will require.
 - f. Disseminate recovery information, plans, and reports to the EOC.
 - g. Compile information to support recovery activities.
4. Mitigation - Provide assistance as requested.

E. DIRECTION AND CONTROL

1. Policies - ESF 5 will:
 - a. Immediately implement requests or directives of the IC in an efficient and effective manner.
 - b. Provide support, as required to all EOC operations.
 - c. Provide support to all field operations – Initial Assessment Team(s), Preliminary Damage Assessment Team(s), and Recovery Operations at the Disaster Field Office.
 - d. Collect information from known and reliable sources.
 - e. Consolidate key information into reports and other materials, describe and document overall response activities, and keep appropriate authorities informed of the status of the overall event operations.
 - f. Maintain displays of key information such as maps, charts, and status boards in the EOC and electronic data, as available.
 - g. Establish a pattern of information flow in support of the action planning process initiated by the IC leadership.
2. Decision making authority:

- a. The IC has the authority to assign personnel, allocate resources, and expend funds to meet the responsibilities outlined for ESF 5 or to complete missions assigned to ESF 5.
 - b. The IC will assign and designate the PSC as the shift leader for ESF 5 while operating in the EOC.
 - c. As recovery operations increase and EOC activities decrease, ESF 5 duties may be transferred from the PSC to the County EM to produce appropriate reports and plans.
3. Coordination:
- a. All actions taken by ESF 5 will be guided by and coordinated with the IC, mobilized response team representatives, and impacted County and Municipal disaster officials.
 - b. As operational activities expand outside of the EOC (e.g. Staging area, Initial Assessment Team, etc.), information will continue to be reported to ESF 5.
 - c. Simultaneous coordination of vital information and protective actions will be accomplished by conference calls and emergency satellite communications system.
 - d. When possible, the Information and Planning Section staff will co-locate with staff of the SEOC and/or FEMA to coordinate planning and reporting requirements.

III. RESPONSIBILITIES

A. PRIMARY AGENCY – Emergency Management Division

1. General:
- a. Establish, maintain, and disseminate the following products: event fact sheets, vulnerable population estimates, risk profiles, intelligence forecasts, assessment summaries, map displays, and other specialized reports.
 - b. Coordinate Initial and Preliminary Damage Assessment Team operational activities.
 - c. Periodically monitor the status of evacuations.
 - d. Develop and disseminate meteorological forecasts potentially impacting EOC operations, monitor severe weather impacting Bay County and advise the IC of the likely time of impact and consequences.
 - e. Facilitate the development of the IAP and other specialty plans (assessment, field deployment, etc.).
 - f. Develop Protective Action Recommendations for the IC, monitor the progress of plans

and report to the PSC, and schedule and facilitate planning meetings.

2. Damage Assessment Unit

Complete Initial and Preliminary Damage Assessment Team operational activities.

B. SUPPORT AGENCIES

1. Department of Emergency Services, EOC Message Center:

a. Situation Unit

- i. Manage WebEOC, the Message Center, and EM Constellation resources request program.
- ii. Develop and disseminate Situation Reports.
- iii. Develop and disseminate Situation Summary Reports.
- iv. Develop and disseminate other reports as required.
- v. Establish and maintain an event chronology.
- vi. Monitor and develop a summary report of coordination conference calls.
- vii. Establish and maintain dissemination distribution lists for ESF 5.

b. Resources Unit

- i. Monitor and track all resources deployed and assigned to response and recovery operations.
- ii. Facilitate resource requests from the various ICS components.

2. IT & GIS Department:

a. GIS Unit

- i. Establish and maintain electronic and static displays.
- ii. Develop briefing displays for the EOC staff and provide technical assistance to EOC personnel in the development and use of GIS products.

IV FINANCIAL MANAGEMENT

A DOCUMENTATION OF EXPENDITURES

1. ESF 5 will coordinate approval of all expenditures with the IC and a representative from the Finance and Administration Section.
2. Staff will sign in and out on the EOC log and maintain employee time logs to reflect hours worked.

EMERGENCY SUPPORT FUNCTION 6 - MASS CARE

PRIMARY AGENCY: ARC, Central Panhandle Chapter

SUPPORT AGENCIES: Bay County Emergency Medical Services Division-EMS,
Bay County Public Health Department,
Sacred Heart Bay Medical Center,
Florida Department of Children & Families,
HCA Gulf Coast Medical Center,
HealthSouth Hospital,
Bay County School District,
The Salvation Army,
United Way of Northwest Florida.

I. INTRODUCTION

The purpose of ESF 6 is to coordinate activities involved with the emergency provision of temporary shelters, emergency mass feeding, and the bulk distribution of coordinated relief supplies for victims of a disaster and disaster workers. It is also the purpose of this ESF to provide mass care information to the Incident Command Team.

ESF 6 does not command resources but rather works in cooperation with the governmental and non-governmental organizations in the County and State who provide mass care to disaster victims and disaster workers. The Central Panhandle Chapter of the ARC, in cooperation with the other support agencies, provides trained staff to perform the County mass care function during the preparation, response and recovery phases of a disaster.

II. CONCEPT OF OPERATIONS

A. GENERAL

1. During an emergency or disaster, ESF 6 personnel assigned to the EOC will respond directly to the Human Services Branch Director who reports to the Operations Section Chief. In addition, ESF 6 has a broad scope of responsibilities, which include:
 - a. Coordinating with non-governmental organizations for the provision of mass care to disaster victims and disaster workers in the state.
 - b. Providing information to the Incident Command Team on the level and degree of mass care activities in the County.
2. The Primary Agency will coordinate with the support agencies in order to meet the responsibilities outlined in this Appendix.

B. ORGANIZATION

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1. The Primary Agency will:
 - a. Designate an individual who is knowledgeable about mass care to be on call at all times. This individual will respond to mass care inquiries by the County Warning Point.
 - b. Designate an individual who is knowledgeable about mass care to be the Mass Care Group Supervisor at the EOC when the EOC is activated.
 - c. Produce a SOP that standardizes recurring tasks.
2. Support agencies will make available those employees who voluntarily participate during an emergency. Employee participation will be consistent with County and agency policies governing this activity.
3. The Salvation Army and the ARC will provide liaisons to the EOC during an activation of the Center.

C. NOTIFICATION

1. As a core ESF, mass care is one of the first to be notified and activated as a result of a threat, or in response, to disaster.
2. Upon the threat of a disaster, the CWP will notify the lead agency Emergency Coordination Officer or designee.
3. If necessary, the Mass Care Unit Leader will report to the EOC to assess the situation. From the information available, the EOC will determine the following:
 - a. The scope and duration of the emergency.
 - b. The level of staffing required to meet the obligations of ESF 6.
4. Based on the assessment, Mass Care Unit Leader will schedule the necessary personnel to staff the EOC.

D. ACTIONS

1. Preparedness:
 - a. The Primary Agency, in cooperation with the support agencies, will identify and train volunteers to staff Emergency Support Function 6 during an emergency.
 - b. Maintain a roster of trained ESF personnel.
 - c. Review all actions during previous emergencies to determine if ESF 6 procedures require modification.

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- d. Coordinate with the County and Municipalities to ensure the countywide shelter database is updated.
2. Response:
- a. Keep the Human Services Branch Chief informed of significant mass care activities and issues.
 - b. Determine required staffing levels and schedule trained personnel accordingly.
 - c. During an evacuation, monitor the shelter database and coordinate directly with the affected municipalities and the County to ensure the information in the database is as current and as accurate as possible.
 - d. Respond in a timely manner to requests for mass care assistance.
 - e. During an evacuation, maintain coordination with ESF 15, Volunteers and Donations, on the current and future need for volunteer assistance.
 - f. Maintain coordination with ESF 8, Health and Medical, to ensure the needs of individuals in special needs shelters are adequately cared for.
 - g. In cooperation with the ARC and Salvation Army liaisons and Emergency Management personnel in the field, gather and consolidate all information on mass care activities in the affected areas. Provide this information to the EOC Incident Command Team in an organized and timely manner. In addition, agencies of ESF 6 may serve in other areas of Field Operations (i.e., Initial Assessment Team(s), Preliminary Damage Assessment Team(s), Disaster Field Office operations, Recovery Center operations, intra-County and/or inter-County mutual aid assistance, etc.).
 - h. Produce and update regularly a list of comfort stations and fixed feeding sites in the affected areas. This list will include all County and mutual aid resources positioned at these sites.
 - i. Produce and distribute a daily report on mass care meals fed, broken down by shelter.
 - j. As required, coordinate with ESF 12, Energy, for priority service restoration to mass care sites and for the acquisition of supplemental power sources.
 - k. As required, coordinate with ESF 16, Law Enforcement and Security, regarding additional security resources at mass care sites.
3. Recovery:
- a. Keep the Human Services Branch Chief informed of significant mass care activities and issues.
 - b. Respond in a timely manner to requests for mass care assistance.

- c. Determine required staffing level and schedule trained personnel.
 - d. In cooperation with the ARC and Salvation Army liaisons and Emergency Management personnel in the field, gather and consolidate all information on mass care activities in the affected areas. Provide this information to the EOC Incident Command Team in an organized and timely manner.
 - e. Produce and distribute a daily report on mass care meals served, broken down by shelter.
 - f. Produce and update regularly a list of comfort stations and fixed feeding sites in the affected areas. This list will include all County and mutual aid resources positioned at these sites.
4. Mitigation:
- a. Appropriate ESF 6 agencies will participate in shelter deficit reduction strategies/activities.
 - b. ESF 6 will work with the volunteer organizations and donations agencies on coordinated public education programs to reduce shelter demand.
 - c. Appropriate ESF 6 agencies will work to educate citizens on disaster preparedness activities.

E. DIRECTION AND CONTROL

- 1. ESF 6 coordination will include:
 - a. Prevention of duplication of goods and services as they relate to mass care;
 - b. Coordinating the delivery of goods and services as they relate to mass care.
- 2. ESF 6, through its lead and support agencies, will maintain a listing of all agencies active in mass care in the disaster area.
- 3. ESF 6 will focus on sheltering activities and mass feeding and will coordinate with volunteer agencies conducting mass care activities.
- 4. Each agency assigned to ESF 6 will assist in staffing the EOC as required. Agencies may be asked to supply clerical/administrative personnel. Agency personnel will liaison between the EOC and their operational headquarters.
- 5. ESF 6 will coordinate with ESF 15 regarding the use and coordination of ad hoc voluntary agencies that spontaneously engage in providing mass care.

III. RESPONSIBILITIES

A. PRIMARY AGENCY – CENTRAL PANHANDLE CHAPTER OF ARC

1. Designate an individual to be on call at all times who is knowledgeable of mass care issues in the State of Florida. This individual will carry a beeper and respond to mass care pages by the State Warning Point.
2. Designate an individual who is knowledgeable of mass care issues in the State of Florida to serve as the State Mass Care Officer when the SEOC is activated.
3. Produce a SOP that standardizes recurring tasks.
4. Identify and train sufficient personnel to adequately support ESF 6 during activation.
5. Maintain a roster of trained personnel.
6. Provide food inspectors to assist in the inspection of mass feeding sites and food distribution centers during an emergency.

B. SUPPORT AGENCIES

1. United Way of Northwest Florida:
 - a. Respond to disasters in the County by conducting mass care activities in accordance with United Way policies and procedures.
 - b. Upon request, provide a liaison to the EOC.
 - c. Provide timely information on United Way field operations to the EOC.
2. Bay County Fairground:
 - a. Provide Bay County Fairground facilities for use by authorized mass care agencies upon receipt of validated requests.
 - b. Provide storage/staging areas for water, ice and refrigerated trailers to support comfort stations and fixed feeding sites.
3. Bay County EMD:
 - a. Coordinate requests for opening or demobilizing various shelter operations throughout the County.
 - b. Assure that appropriate life, safety and communications infrastructure is in place and operational prior to opening any shelter.
4. Bay County Public Health Unit, Sacred Heart-Bay Medical Center, HCA Gulf Coast Medical Center, and HealthSouth Hospital:

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- a. Make available those employees who wish to volunteer and participate during an emergency. Employee participation will be consistent with agency policies governing this activity.
 - b. Provide information on status and needs of persons in the special needs registry before and after an event when possible.
 - c. Coordinate with primary agency in the assignment of special needs personnel to shelters to assist in meeting the needs of these shelter residents.
 - d. Coordinate mental health activities in the field.
 - e. Upon the FEMA's approval of a Disaster Mental Health grant, establish mental health teams in comfort stations.
5. Bay County School District:
- a. Support EFS 6 by providing facilities for use by authorized mass care agencies upon receipt of validated requests.
6. The Salvation Army:
- a. Respond to disasters in the County by conducting mass care activities in accordance with Salvation Army policies and procedures.
 - b. Upon request, provide a liaison to the EOC.
 - c. Provide timely information on Salvation Army field operations to the EOC.
 - d. Be prepared to establish and operate comfort stations in the County in response to a disaster.
 - e. Be prepared to establish and operate up to two base camps.
7. Volunteer Organizations Active in Disaster:
- a. Assist in identifying voluntary agencies that will assist in mass care activities including mobile feeding, shelter staffing, food preparation, and bulk supply transportation. These activities will be coordinated with ESF 15.
8. Department of Children and Families:
- a. Make available those employees who wish to volunteer and participate during an emergency. Employee participation will be consistent with State and Department policies governing this activity.
 - b. Coordinate mental health activities in the field.

- c. Upon the FEMA's approval of a Disaster Mental Health grant, establish mental health teams in comfort stations.

IV. FINANCIAL MANAGEMENT

Agencies should document all expenses related to their disaster activities. These would include travel, maintenance, meals, etc. Identify process for documenting expenditures for cost recovery after the incident period and the communication process used to notify agency budget/financial sections of expenditures.

EMERGENCY SUPPORT FUNCTION 7 - RESOURCE SUPPORT

PRIMARY AGENCY: Bay County Emergency Management Division

SUPPORT AGENCIES: Human Resources,
Purchasing Department
Finance Department
Associated Municipal Departments

I. INTRODUCTION

The purpose of this ESF is to coordinate logistical and resource support to County and Municipal entities involved in emergency response and recovery efforts for an emergency or disaster impacting Bay County.

ESF 7 is responsible for providing direct and active support to emergency response and recovery efforts during the initial response phase following a disaster. This support includes locating, procuring, and issuing resources, such as supplies, office space, office equipment, fuel, contracting services, personnel, heavy equipment, generators and transportation of such in coordination with the Logistics Section.

II. CONCEPT OF OPERATIONS

A. GENERAL

The EMD is responsible for planning, coordinating, and managing the resource support needed in ESF 7. Countywide capabilities and resources committed to ESF 7 will be allocated and coordinated by the EMD. The primary source of equipment, supplies, and personnel shall be made from existing support agencies' resources and local sources outside the impacted area. Support that cannot be provided from these sources will be obtained through commercial sources. Resources outside disaster area(s) will be utilized to fulfill unmet needs of County or Local governments. Logistical support necessary to save lives will receive first priority. Massive acquisition of resources will be accomplished in accordance with the declaration of a local State of Emergency which would supersede normal purchasing/procurement procedures.

All support agencies will be notified and tasked to provide 24-hour representation as necessary. Each support agency is responsible for ensuring that sufficient program staff is available to report to and support the EOC and to carry out the activities tasked to them on a continuous basis. Individuals representing agencies supporting the staffing of ESF 7 will have extensive knowledge regarding resources and capabilities of their respective agencies and have access to the appropriate authority for committing such resources during activation.

B. ORGANIZATION

During an emergency or disaster, the primary and support agencies of ESF 7 will assign personnel to the EOC. In addition, ESF 7 will:

1. Operate under the direction of the Incident Commander with the support of the Logistics Section Chief.
2. Operate throughout the emergency, either in the EOC or at a location designated by the Logistics Section Chief, in coordination with the EOC Message Center.
3. Alert designated primary personnel of possible resource needs and to report to the EOC.
4. Maintain liaison with other ESF and interested parties. This will be accomplished through the coordination of the EOC Message Center and the Chief of the Logistics Section.
5. At the tasking of the Logistics Chief, take action if another ESF requires assistance in obtaining needed items. ESF 7 finds a source for needed items and provides to the requesting ESF the name of the contact person, the price and schedule for when the material can be made available at the established location.
6. The EOC Message Center and purchasing professionals from the Division of Purchasing are available to ESF 7 when the EOC is activated. When needed (e.g., for long activation periods or much activation over a short time frame) purchasing professionals from other support agencies may be called in to the EOC to participate with ESF 7. Support agency purchasing professionals may be asked to help locate sources of needed items while posted at their own agencies. If a Forward SERT command center is set up in the field, information about purchasing needs that cannot be handled from the field is sent to the SEOC.

C. NOTIFICATION

1. At the direction of the Logistics Section Chief, the County Warning Point will notify the EMD to recommend establishing the EOC Message Center.
2. The EOC will implement the activation plan to notify appropriate EMD personnel and other support personnel. Personnel may either be placed on standby or deployed for immediate response. All support agency contact persons for ESF 7 will be instructed to alert their agency/department contacts to ensure that all available resources are on standby.
3. Inventories of resources, including but not limited to pre-arranged staging areas, government buildings, public facilities and agency contacts, will be reviewed.

D. ACTIONS

1. Preparedness:

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- a. Place EMD personnel on standby or direct to staging areas with some facilities staffed for immediate response.
 - b. Stage resources near the expected impact/emergency areas when possible.
 - c. The available resources and facilities that are necessary to respond to an emergency will be identified and assessed for possible deployment.
2. Response:
- a. Some support agencies may be directed to deploy personnel and other resources.
 - b. Buildings will be leased for staging area warehouses or to replace damaged or destroyed facilities.
 - c. Communication resources will be provided in coordination with ESF 2.
 - d. Transportation needs will be provided in coordination with ESF 1.
 - e. The Purchasing Department, on behalf of the Incident Command Team, will assist, facilitate, and coordinate contractual services between the County and commercial sources.
 - f. Office furniture, equipment, and supplies will be provided from existing County inventories or will be procured.
 - g. Food and fuel will be provided with cooperation of ESF 11 and 12, respectively.
 - h. Security for staging areas and facilities will be provided by ESF 16.
 - i. The Logistics Section and ESF 7 will provide a report listing all generators and other supplies ordered and en-route to staging area personnel before they depart their home base for the staging area.
 - j. The Emergency Management Division will maintain records for all properties loaned to ESF 7 in support of the EOC by the State and/or Federal government.
3. Recovery
- ESF 7 will support the Logistics Section by providing logistical support for:
- a. Staff movement.
 - b. Procuring equipment after disaster events.
 - c. Deploying staff in the event an Alternate EOC is established.

- d. Disaster field offices.
 - e. Supporting disaster field offices via the Purchasing Department.
4. Mitigation
- a. Work with other County agency and local purchasing directors and other purchasing agents.
 - b. Encourage local municipalities to work with County EOC personnel to build databases for acquisition of goods and services that may be needed for preparedness, response, and recovery.

E. DIRECTION AND CONTROL:

- 1. The EMD through DES is responsible to the BOCC for the operation of the EOC facilities during normal operations and emergencies. The Chief of EMD who is designated lead for ESF 7 is authorized to act on behalf of the Chief of DES In times of emergency, when the EOC is in operation, the Chief of the EMD works directly with the senior County official in the EOC center to meet the needs of this support function, Countywide. The Chief of the EMD is authorized to make decisions and manage, control, and coordinate resources.
- 2. ESF 7 supports the Resource Unit of the Planning Section as well as the Procurement Unit of the Logistics Section.
- 3. ESF 7 responds from the EOC and the EOC Message Center, as determined by the Emergency Management Planner. It also participates in Initial Assessment Teams, through the EMD employees who are part of ESF 2 (Communications) providing information regarding damage and response needs applicable to ESF 7 responsibilities.

III. RESPONSIBILITIES

A. PRIMARY AGENCY – BAY COUNTY EMERGENCY MANAGEMENT

- 1. Responsible for allocating and coordinating resources and support activities through ESF 7. Designated support agencies will furnish resources as required. Such support will be terminated at the earliest practical time.
- 2. Provide support staff for the procurement of commodities and services, the leasing of buildings, and other facilities and facilities management.
- 3. Coordinate and allocate food, equipment, and supplies made available by assisting agencies. Supplies and equipment will be provided from current Local and/or State stocks or if necessary, from commercial sources.
- 4. Serve as the primary agency for ESF 7 and be present at the EOC on a 24-hour basis.

B. SUPPORT AGENCIES

1. Department of Public Works

Provides drivers, equipment operators, trucks, and heavy equipment.

2. Purchasing Department

Provide fiscal management staff and computers with appropriate software.

3. Board of County Commissioners

Provide personnel and material resources.

4. County Attorney

Provide legal staff required to interpret ordinances, rules and regulations and provide guidance regarding emergency powers and activities.

5. County Clerk

Provide personnel for documentation and recordkeeping purposes.

6. Human Resources Department

Provide personnel to assist with time, compensation, and/or claims issues.

7. County Administration Officials

Provide personnel and material resources.

IV. FINANCIAL MANAGEMENT

The Department of Emergency Services Budget Officer is notified when the EOC is activated. Expenditures for cost recovery are documented during the incident and after the incident period. The Emergency Management Planner works with ESF 7 personnel in notifying the Department of Emergency Services Budget sections of expenditures based on standard accounting procedures.

Each support agency is responsible for tracking its own costs associated with ESF 7, response operations, using the standard procedures established by the support agency's standard accounting and tracking procedures. Each support agency is responsible for monitoring staff hours using its own tracking system, and requesting financial reimbursement for staff hours incurred in association with ESF 7 operations.

EMERGENCY SUPPORT FUNCTION 8 - HEALTH AND MEDICAL SERVICES

PRIMARY AGENCY: Bay County Department Public Health

SUPPORT AGENCIES: Central Panhandle Chapter of ARC
Salvation Army, Department of Emergency Services
Bay County Medical Examiner's Office
Bay County Sheriff's Office
Bay County Medical Reserve Corps
Sacred Heart-Bay Medical Center
HCA Gulf Coast Medical Center
HealthSouth Hospital
Centers for Disease Control
Florida Department of Agriculture
Florida Department of Children and Families
Florida Department of Environmental Protection
FloridaOne Disaster Medical Assistance Team
Pharmacies and Medical Equipment Providers

I. INTRODUCTION

The purpose of ESF 8 is to coordinate the County's health and medical services in case of an emergency/disaster situation. To accomplish this goal, ESF 8 oversees the emergency management functions of preparedness, recovery, mitigation, and response with all agencies and organizations that carry out health or medical services. ESF 8 provides the means for a public health response, triage, treatment and transportation of victims of a disaster; assistance in the evacuation of victims out of the disaster area after the event; immediate support to hospitals and nursing homes; provision of emergency mental health crisis counseling for disaster responders; and the re-establishment of all health and medical systems. Assistance in pre-event evacuation may also be provided to persons with special needs registered with the County.

II. CONCEPT OF OPERATIONS

A. GENERAL

1. ESF 8 is organized in a manner similar to the ICS in order to provide incident assessment, planning, procurement, deployment and support operations to the EOC and Local governments to assure a timely and appropriate response to an emergency/disaster situation.
2. Procedural protocols and plans for disaster response activities are developed to govern staff operation at the EOC and in the field. Periodic training is also conducted to enhance effectiveness.

3. In a large event requiring State, Federal or mutual aid assistance, ESF 8 will work with counterparts from such entities to seek, plan and direct use of those assets.
4. Throughout the response and recovery periods, ESF 8 will evaluate and analyze information regarding medical, health and public health assistance requests for response, development and updating of assessments of medical and public health status in the impact area and do contingency planning to meet anticipated demands.
5. When an event is focused in scope to a specific type or response mode (e.g., hospital evacuation or radiological problem), the position and functions of the unit leader will be assumed by an appropriate person from a supporting agency with expertise pertinent to the event.

B. ORGANIZATION

1. During an activation of the EOC, support agency staff is integrated with the Department of Public Health Unit staff to provide support that will allow for an appropriate and timely response.
2. During an emergency or disaster, the primary and support agencies of ESF 8 will respond directly to the Emergency Services Branch Director who reports to the Operations Section Chief.
3. During the response phase, ESF 8 will evaluate and analyze information regarding medical and public health assistance requests. Also, ESF 8 will develop and update assessments of medical and public health status in the impact area and do contingency planning to meet anticipated demands.
4. During an event that is focused in scope to a specific type or response mode (e.g., hospital evacuation or radiological problem), the position of the unit leader will be assumed by an appropriate person from a supporting agency with expertise pertinent to the event.
5. The Bay County Department of Public Health develops and maintains an Emergency Operations Plan that governs internal response actions related to emergencies and that is submitted annually to the Florida Department of Health for review.
6. High impact events requiring the activation of the EOC requires close coordination between County and regional ESF 8 coordinators, which may require the commitment of area resources.
7. Extremely high impact events require close coordination between County, area and State ESF 8 coordinators and will require the commitment of State or other resources.

C. NOTIFICATIONS

1. County Health Department personnel will notify the State Warning Point when information comes to their attention indicating that an emergency or disaster situation is developing. They will provide summary level information as required and available.

2. The CWP will notify the on call Emergency Duty Officer for the Public Health Unit when the County or an area of the County has been threatened or impacted by an emergency or disaster situation.
3. Regional coordinators will evaluate the situation, based on information at hand, and provide additional local notifications as required.
4. The Regional Office of the United States Public Health Service, known as Federal Regional ESF 8, will be notified of the event status and briefed on any anticipated need for federal assistance. If Federal assistance is anticipated, the Regional ESF 8 representative will maintain coordination with the State ESF 8 desk and serve as liaison with the FEMA lead representative present at the EOC. The Federal ESF 8 representative shall respond to requests from the State ESF 8 desk to ensure that all requested Federal assistance possible is made available to the State.

D. ACTIONS

1. Actions carried out by ESF 8 are grouped into the four phases of emergency management: preparedness, response, recovery, and mitigation. Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. This ESF encompasses a full range of activities from training to the provision of field services. It also functions as a coordinator and, at times, assumes direct operational control of provided services. The following services provide the framework upon which actions will occur:
 - Assessment of health and medical needs.
 - Disease control/epidemiology.
 - Health/medical care personnel.
 - Health/medical equipment and supplies.
 - Patient evacuation.
 - Coordinated in-hospital and nursing home care.
 - Food and drug safety and availability of drugs and certain foods.
 - Emergency responder health and safety.
 - Radiological/chemical/biological hazards.
 - Mental health and crisis counseling for responders
 - Public health information.
 - Vector control/monitoring.
 - Victim identification/mortuary services.
 - Management, Command and Control of assets.
 - Emergency Medical Services (pre-hospital).
 - Health and medical activities related to terrorist threats and/or events.
 - Overall coordination of interagency Health and Medical Services for a commercial nuclear power plant emergency.

1. Preparedness Actions

- a. Actions and activities that develop health and medical response capabilities may include planning, training, orientation sessions, and exercises for all ESF 8 personnel and other ESFs that will respond with ESF 8.
 - b. Conduct planning with ESFs 8 support agencies, Regional Domestic Security Task Forces, and ESFs 4 and 9 to refine Medical Support Unit operations.
 - c. Develop and refine procedures to be used in the following field surveys: initial assessment, environmental health assessment survey, and epidemiological surveys.
 - d. Develop and present training courses for ESF 8 personnel, provide information on critical facilities to the EMD and develop automated protocols for frequently provided services.
 - e. Maintain liaison with health and medical volunteer organizations, Disaster Medical Assistance Teams and Disaster Mortuary Response Teams.
 - f. Develop rapid response mechanism for crisis mental health counseling for responders and assist in the development of public health nursing disaster protocols.
2. Response Actions
- a. Coordinate operations at the ESF 8 office in the EOC.
 - b. Provide team members for field deployment; procure health and medical resources for a deployment; provide communications for deployed health and medical personnel. In addition, agencies of ESF 8 may serve in other areas of Field Operations such as providing technical assistance, securing resources, command and response to the incident scene as requested. (i.e., Initial Assessment Teams, Preliminary Damage Assessment Team, Disaster Field Office Operations, Disaster Medical Assistance Team, MMRS, Management Support Unit (MSU), Recovery Center operations, intra-County and/or inter-County mutual aid assistance, etc.).
 - c. Conduct field assessments and surveys; provide nursing staff for Special Needs Shelters; provide staff and services for monitoring public health conditions; conduct rapid assessments for immediate response objectives; determine needs for health surveillance programs in communities.
 - d. Manage all field deployed assets; deploy a MSU to provide command, communications and logistical support to medical field operations, and verify actual need for requested health and medical resources.
 - e. Arrange for the provision of medical personnel, equipment, and supplies as needed to health and medical facilities; assist with patient evacuation and relocation (post-event); identify hospital and nursing home bed vacancies County-wide. Consider credentialing and verifying Emergency Medical Technicians, paramedics, and other health professionals during extended operations.

- f. Assist in hazardous materials response or weapons of mass destruction incident through consultation, technical supports or staff deployment; perform water, food and drug safety analysis and inspection.
- g. Support response personnel with critical incident stress debriefing resources; arrange for Disaster Mortuary Response Team or victim identification services; provide assistance as requested to the Disaster Field Office; provide port-o-lets and dumpsters to comfort stations/other locations; provide public health nursing staff as needed at special needs shelters; respond to radiological and weapons of mass destruction incidents as necessary, including staffing the Emergency Operations Facility.

3. Recovery Actions

- a. Maintain support of the Disaster Field Office.
- b. Restore essential health and medical components of delivery systems and permanent medical facilities to operational status; restore pharmacy services to operational status; monitor environmental and epidemiological systems; and initiate grants for environmental and epidemiological surveillance.
- c. Support emergency services staff and operations until the local system is self-sustaining; maintain provision of long-term emergency environmental activities; identify populations requiring event-driven health, medical or social services post-event; and provide emergency pharmacy/laboratory services.
- d. Initiate financial reimbursement process for these activities when such support is available.

4. Mitigation Actions

- a. Increase use of geographical information systems to identify location of all vulnerable sites or populations.
- b. Stockpile critical medical supplies in strategic locations throughout the County; develop Disaster Medical Assistance Team readiness levels to category I capability; identify and seek auxiliary power for critical health and medical facilities.

E. DIRECTION AND CONTROL

- 1. During emergency activations, all management decisions regarding County or regional responses are made at the EOC by the ESF 8 commander (either the Department of Health Emergency Coordination Officer, the Emergency Duty Officer or the ESF 8 Unit Leader). Planning, logistics, administration, and operations positions at the EOC assist the IC in carrying out the mission.
- 2. A staffing directory and ESF 8 procedural manuals are maintained by the appropriate Public

Health Unit staff.

3. All Public Health Unit field personnel are subordinate to the ESF 8 at the EOC.
4. In accordance with a mission assignment from ESF 8, each support organization assisting ESF 8 will retain administrative control over its own resources and personnel but will be under the operation control of ESF 8. Delegation of mission operational control may be delegated to a local entity.
5. Appropriate information on casualties/patients will be provided to the EC Operations Section Chief and the ARC for inclusion in the Disaster Welfare Information System.
6. Radiological Events
 - a. In case of a radiological emergency, Chapter 404, Florida Statutes, designates Department of Health (DOH), Bureau of Radiation Control, as the primary point of contact for assessment of health hazards during peacetime radiological emergencies regardless of their severity. The Bureau of Radiation Control will have a representative in the EOC. The representative at the EOC will assume the function of ESF 8 Unit Leader for the event.
 - b. Impact assessments of offsite radiological emergencies will be performed by the Department of Health, Bureau of Radiation Control, in accordance with Bureau of Radiation Control's SOPs number 1 through number 19.

III. RESPONSIBILITIES

A. PRIMARY AGENCY – BAY COUNTY DEPARTMENT OF PUBLIC HEALTH

1. Provide leadership in directing, coordinating and integrating overall County efforts to provide medical and public health and some social services assistance to the affected area.
2. Staff and operate a command and control structure to assure that services and staff are provided to areas of need.
3. Coordinate and direct the activation and deployment of County agency and volunteer health/medical personnel, supplies, and equipment and provide certain direct resources that are under the control of the Public Health Unit. Also, the Public Health Unit will assure that the following personnel or services are available for responding to the consequences generated by the hazards that may impact the County (i.e., severe weather, hurricanes, hazardous materials incidents, etc.):
 - Advance Life Support/Basic Life Support vehicles.
 - Emergency Medical Technicians.
 - Paramedics.
 - Mass casualty incident response supplies/equipment.
 - Medical equipment and supplies.
 - Nurses/RNs/LPNs.

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- Health administrators.
 - Pharmacy services/Pharmacists.
 - Physicians.
 - Environmental health specialists.
 - Laboratories and laboratory personnel.
 - Nutritional services, including WIC.
 - Epidemiology.
 - Radiation monitoring.
 - Disaster response expertise.
 - Dental services and personnel.
 - Dietitians.
 - Immunizations.
 - Case management.
 - Outreach capability.
 - Aircraft (fixed wing/rotary wing medical evacuation).
 - Public information and education.
 - Public sanitation equipment (porta-potties, etc.)
2. Initiate the following activities regarding a radiological emergency incident:
- a. Develop comprehensive policies and programs for decontamination and mitigation of hazards associated with sources of ionizing radiation.
 - b. Respond to any emergency that involves possible or actual release of radiological materials in order to protect health, safety, and property.
 - c. Coordinate with the DEP in the radiological analysis of water obtained from public water supplies. The DOH will make the actual radiological analysis of water obtained from public water supplies. Support ESF 6 (Mass Care) in the coordination of overall reception and care responsibilities.
 - d. Provide technical consultation and support regarding radiation and radiological health (e.g., determine levels of radiation, health hazards, and radiological decontamination) as the principal radiological assessment agency.
 - e. Coordinate distribution of radiological data to the County response organizations.
 - f. Determine the severity of radiological emergencies when an actual release of radioactive materials occurs and make recommendations as the primary radiological assessment agency based on a technical analysis of the situation.
 - g. Respond to nuclear power plant emergencies by proceeding to the licensees' Emergency Operations Facilities.
 - h. Maintain liaison with state agencies, local governments, and nuclear power plants for planning and operational purposes.

- i. Contingent upon available staff, provide assistance in the County EOC to interpret technical data and evaluate protective action recommendations.
- j. Provide criteria and technical support for the decision to relax protective actions and allow for recovery and reentry into the affected area.
- k. Coordinate planning and operational support for the decision to relax protective actions and allow for recovery and reentry into the affected area.
- l. Prepare and maintain a list of medical facilities that have the capability to treat radiological contaminated individuals.
- m. Develop a policy for the use and distribution of potassium iodide.
- n. Provide support in supplying sanitary facilities for evacuees at reception centers and shelters.
- o. Collect samples from public and surface water supplies for radiological analysis by the Bureau of Radiation Control in the event a radiological release occurs.
- p. Coordinate with the DEP in collecting and analyzing air and water samples.

B. SUPPORT AGENCIES

Support agencies will provide assistance to the ESF with services, staff, equipment, and supplies that complement the entire emergency response effort as the EOC Incident Command Team addresses the consequences generated by the hazards that may impact the County. Because services and resources are subject to change from time to time, emergency coordinators are responsible for frequently updating their resource capabilities with the Public Health Unit.

1. Central Panhandle Chapter of ARC

- a. Provide personnel and transportation support when needed for field ESF 8 medical teams, crisis counselors, shelter operations, and medical coordination.

2. Salvation Army

- a. Provide base camp support when needed for field ESF 8 medical teams.
- b. Feed response personnel

3. Bay County Medical Examiner's Office

- a. Provide for victim identification, collection, and morgue facilities for storage, and medical autopsies.

4. Bay County Sheriff's Office
 - a. Provide for on-site security, traffic control, enforcement of any medically necessary quarantine's.
- ~~5.~~ Emergency Medical Services / Life Guard Services
 - a. Provide transportation support when needed for field ESF 8 medical teams.
6. Sacred Heart-Bay Medical Center, HCA Gulf Coast Medical Center, and HealthSouth Hospital
 - a. Provide for hospitals to provide acute care services to provide for medically necessary life-saving care during a publically declared health emergency or mass casualty event.
7. Centers for Disease Control
 - a. Provide support of threat identification, vector control, pharmacological and medical supplies to support a mass casualty event.
8. Florida Department of Agriculture and Consumer Services
 - a. Provide:
 - i. Veterinarian/food inspection/animal care.
 - ii. Transport vehicles (ground and air).
 - iii. Security personnel.
 - iv. Operation of staging area.
 - v. Food service/response personnel.
 - b. Initiate the following activities regarding a radiological emergency incident:
 - i. Determine the needs of the agricultural industry during a radiological emergency.
 - ii. Declare an agricultural emergency as guided by the DOH when a radiological hazard is detected.
 - iii. Draft and promulgate agricultural procedures that will be effective during nuclear power plant emergencies.
9. Bay County EMD

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- a. Maintain and provide a listing of hospitals, nursing homes, adult congregate living facilities, etc., which should include Chief Executive Officer names and 24-hour telephone numbers.
- b. Provide bed availability status of all hospitals inside the watch area.
- c. Contact all hospitals, nursing homes, and adult congregate living facilities in watch/warning areas prior to land fall and determine who to call and at what numbers after storm.
- d. Determine status of hospitals, nursing homes and Adult Living Facilities in impact area after storm clears.
- e. Coordinate engineering and public works staff to evaluate structural integrity of hospitals.

10. Department of Environmental Protection

- a. Assistance in obtaining potable water, portable toilets and assessing hazardous material incidents.
- b. Restrict consumption of surface water supplies in the event of a release of significant concentrations of radioactive material into those supplies.
- c. Coordinate with County agencies to provide safe water supplies at reception shelter facilities.

11. Department of Children & Families

- a. Provide mental health services to the affected populations and coordination of critical incident stress personnel to support responders.

12. Bay County Medical Reserve Corps and FloridaOne Disaster Medical Assistance Team

- a. Provide personnel and transportation support when needed for field ESF 8 medical teams.

IV. FINANCIAL MANAGEMENT

ESF 8 will be responsible for managing financial matters related to resources that are procured during the event. During a response, each agency/department is responsible for recording and tracking its own expenditures. If a federally declared disaster exists, then a reimbursement formula is established by the FEMA that may be as much as 100 percent but usually does not exceed 75 percent. When the reimbursement is less than 100 percent, the remaining reimbursement costs will be divided between the state and the local agencies. In some instances, the local agencies/departments may be required to assume this financial responsibility from their regular budgets.

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1. Guidelines for the Public Health Unit

All requests for disaster response products and services that come to ESF 8 will be processed in accordance with existing policies contained in the DOH emergency policy handbook. Executive staff will be responsible for ensuring that these procedures are carried out so that reimbursement to vendors and the Public Health Unit can occur with minimal delays.

2. Other Support Agencies

The Health and Medical Services Unit Leader shall encourage all supporting agencies to establish effective financial disaster response systems internally and share with them all directives received from the EOC, the FEMA or other sources.

EMERGENCY SUPPORT FUNCTION 9 - SEARCH AND RESCUE

PRIMARY AGENCY: Panama City Beach Fire Department and Bay County Sheriff's Department

SUPPORT AGENCIES: Bay County Sheriff's Department
Municipal Fire Departments/Police Departments

I. INTRODUCTION

The purpose of this ESF is to provide County support to Local governments and to describe the use of County resources in both urban and non-urban search and rescue in response to actual or potential emergency/disaster events.

II. CONCEPT OF OPERATIONS

A. GENERAL

1. Urban search and rescue activities include, but are not limited to, locating, extricating, and providing immediate medical assistance to victims trapped in collapsed structures.
2. Non-urban search and rescue activities include, but are not limited to, emergency incidents that involve locating missing persons, locating boats that are lost at sea, locating downed aircraft, extrication if necessary, and treating any victims upon their rescue.
3. Wilderness search and rescue missions include, but are not limited to, locating overdue/missing boaters on inland bodies of water or rivers, locating overdue persons, or locating downed aircraft in wilderness areas with limited/restricted access, extrication when possible and treating any victims upon their rescue.

B. ORGANIZATION

1. The Panama City Beach Fire Department is the primary agency for ESF 9, providing representatives on a 24 hour basis to the EOC, and will insure full deployment and utilization of resources identified under ESF 9.
2. During an emergency or disaster, the primary and support agencies of ESF 9 will assign personnel to the EOC. ESF 9 will respond directly to the Emergency Services Branch Director who reports to the Operations Section Chief.

C. NOTIFICATION

1. Upon notification by the CWP of a potential or actual event requiring response, the emergency contact person for the Panama City Beach Fire Department- Search and Rescue will notify other ESF members by telephone, or through the communications facilities at the CWP, as necessary.

2. All support agency contact persons for ESF 9 will be instructed to alert their agency contacts to ensure that all available resources are on standby.

D. ACTIONS

1. Preparedness:

By utilizing the Florida Fire Chiefs' Association Fire - Rescue Disaster Response Plan, planning, coordinating and the mobilization of fire services resources is accomplished. Training on utilizing the Disaster Response Plan is conducted periodically.

2. Response:

- a. State and other Local resources from outside the disaster area are committed through coordination with other agencies with search and rescue resources.
- b. Transportation will be provided, if available, or it may be the responsibility of the resource agency. This may require coordination with ESF 1. In addition, resources may be pre-positioned, if necessary.
- c. Agencies of ESF 9 may serve in Field Operations (i.e., the Initial Assessment Team(s), Preliminary Damage Assessment Team(s), Disaster Field Office operations, Recovery Center operations, intra-County and/or inter-County mutual aid assistance, etc.).

3. Recovery:

- a. Bay County Fire Services Division personnel may be utilized for damage assessment as well as search and rescue.
- b. Upon request, ESF 9 will provide search and rescue personnel and resources for recovery efforts.

III. RESPONSIBILITIES

A. PRIMARY AGENCY – PANAMA CITY BEACH FIRE DEPARTMENT AND BAY COUNTY SHERIFF'S OFFICE

The Panama City Beach Fire Department and Bay County Sheriff's Office is the primary agency in ESF 9. As the primary agency, they coordinate with the support agencies in directing the search and rescue resources and response activities.

B. SUPPORT AGENCIES

1. Bay County Sheriff's Department Provide specialized personnel and equipment for search and rescue efforts.
 - a. Provide specialized personnel and equipment for search and rescue efforts.

2. Municipal Fire/Police Department(s)

- a. Provide specialized personnel and equipment for search and rescue efforts.

IV. FINANCIAL MANAGEMENT

All disaster respondents, County, municipal or otherwise, who assist in response to a request from ESF 9, must submit their preliminary reimbursement request to the Department of Financial Services within 15 business days of stand down orders. The final request must include the following:

1. Salaries

- a. Provide a schedule for all employees; time worked, pay rates/matching rates, and separating regular time from overtime.

2. Travel

- a. Provide copies of the travel vouchers that have been paid due to disaster response. The appropriate Finance Director must certify these as true expenditures.

3. Equipment

- a. Provide a detailed description of the equipment used to assist, detailing the type and size, pump size and horsepower, where the equipment was used, number of hours per piece, per day, and type of work each piece performed.

EMERGENCY SUPPORT FUNCTION 10 - HAZARDOUS MATERIALS

PRIMARY AGENCY: Department of Emergency Services, Fire Services Division

SUPPORT AGENCIES: Bay County Department of Public Works
Bay County Sheriff's Office (BCSO)
Florida Fish and Wildlife Conservation Commission (FWCC)
Florida Department of Health (DOH)
U.S. Coast Guard (USCG)

I. INTRODUCTION

The purpose of ESF 10 is to provide County support to local governments in response to an actual or potential discharge or release of hazardous materials resulting from a natural, man-made, or technological disaster.

II. CONCEPT OF OPERATIONS

A. GENERAL

ESF 10 provides for a coordinated, effective and efficient response to discharges and releases of hazardous materials by committing human, financial and material resources into action in the impacted area. The Fire Services Division will staff ESF 10 during an activation of the EOC and will coordinate its resources and the resources of supporting agencies.

B. ORGANIZATION

1. Staff from the Fire Services Division is responsible for coordinating the functions of ESF 10 and for bringing in other resources from supporting agencies as they are needed.
2. During an emergency or disaster, the primary and support agencies of ESF 10 will assign personnel to the EOC. ESF 10 will respond directly to the Emergency Services Branch Chief who reports to the Operations Section Chief.

C. NOTIFICATION

The supervisor of the Bay County HazMat Team and alternate are both on pager at all times to receive emergency notifications from the County Warning Point. Support agency contact is usually made directly by Bay County Fire Services or by using the County Warning Point.

D. ACTIONS

1. Preparedness

The Bay County Fire Services HazMat team regularly participates in training exercises for hazardous material incidents with a variety of local agencies, the Panama City Fire Department, the USCG, and industry. Limited information on drinking water treatment, wastewater treatment, and solid waste facilities is available on the County's geographical information system such that useful intelligence is available to assist in the response to a disaster anywhere in the County.

2. Response

The DES Fire Services HazMat Response Plan gives detailed response procedures for handling hazardous substance incidents. In addition, agencies of ESF 10 may serve the EOC Incident Command Team in various areas of Field Operations (i.e., Initial Assessment Team(s), Preliminary Damage Assessment Team(s), Disaster Field Office operations, Recovery Center operations, intra-County and/or inter-County mutual aid assistance, etc.).

3. Recovery

Initial Assessment Team - This Team collects impact damage and/or consequence information on facilities, infrastructure, property and populations immediately after a disaster for life safety purposes. The acting Chair of the BOCC or designee will use this information when determining whether or not to declare a Local State of Emergency.

Damage Assessment Team - This Team collects information on facilities, infrastructure and property after a disaster. Damage assessments may be ongoing for a number of weeks, depending on the severity of the disaster. ESF 3 is primarily responsible for the coordination and completion of damage assessments.

Disaster Assistance Centers - Provides a one stop center where the public that has been impacted by a disaster can apply for permits for rebuilding, register for federal assistance, etc. These centers are opened up a few days after the disaster termination.

Hazard Mitigation Grant Program - Identifies long-term hazard mitigation measures that may reduce the risk of future damage. The same divisions that assist with damage assessment can assist with this.

4. Mitigation

The Fire Services Division will provide personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters.

E. DIRECTION AND CONTROL

The Fire Services Division is responsible for providing the overall direction and control of County resources for ESF 10. The process of management, decision making, coordination, and control of resources are described in detail in the County's HazMat Response Plan.

III. RESPONSIBILITIES

A. PRIMARY AGENCY - DEPARTMENT OF EMERGENCY SERVICES, FIRE SERVICES DIVISION

1. Coordinate the County's response to hazardous materials emergencies that pose a threat to the public health or environment.
2. Provide technical assistance for the identification, containment, removal and disposal of hazardous materials and associated contaminated debris from the environment.
3. Provide technical assistance to the Bureau of Emergency Response concerning cleanup options or methods, and cleanup standards.
4. Provide a Countywide team to be available 24 hours a day to respond to hazardous materials incidents.
5. Provide a representative to the EOC, if activated, during a hazardous materials incident.
6. Provide personnel to assist with damage assessment after an incident upon request by the EOC Incident Commander.

B. SUPPORT AGENCIES

1. Bay County Public Works Department
 - a. Coordinate and assist with the containment and cleanup of any discharge that occurs on a County maintained road or right-of-way.
 - b. Coordinate and assist with the delivery of bulk absorbents to the scene of a hazardous material discharge incident that occurs on, or may impact, a County road or right-of-way.
2. Bay County Sheriff's Office
 - a. Coordinate and facilitate evacuations required as the result of a hazardous materials incident.
3. Florida Fish and Wildlife Conservation Commission
 - a. Upon request of the EOC Incident Commander, prepare an assessment of damages to wildlife populations and habitats resulting from a hazardous materials incident. In the event that a wildlife area is affected by an incident, coordinate with the appropriate federal and state authorities to ensure the capture, cleaning and rehabilitation of these affected wildlife as well as all other wildlife under the jurisdiction of the Commission.
 - b. Assist with identifying resources at risk during a hazardous materials incident.
 - c. Provide aerial reconnaissance and security of affected wilderness areas.

- d. Provide traffic supervision and control for water transportation routes adversely affected by a hazardous material release or natural disaster.
 - e. Determine if motorized equipment may be used on the beaches or shores of an area affected by a hazardous material release during turtle nesting and hatching season.
 - f. Assist the Bay County Public Works Department with damage assessment activities when fish and wildlife have been impacted by a hazardous material release.
4. Department of Health
- a. Provide assistance with sampling private water supplies when they are suspected of being contaminated by hazardous materials.
 - b. Provide health-related statements to the public.
 - c. Provide bottled water to families whose potable wells are contaminated in excess of state standards or with any contaminant deemed to represent a public health threat.
 - d. Serve as the lead County agency for all radiological incidents.
 - e. Provide medical guidance in response to a hazardous material incident.
 - f. Provide the resources of the Human Resource Services laboratories in response to a hazardous material incident.
5. US Coast Guard
- a. Assist the Fire Services Division with investigation of hazardous material releases when a vessel is necessary or during a moderate or major coastal pollutant release.
 - b. Upon receipt of an appropriate request, provide predetermined staff and logistical support for the containment and manual cleanup of a hazardous materials incident.

C. NON-GOVERNMENT PARTICIPATION

Industry, news media, and the responsible party interested in, or a resource to, the proceedings during any emergency incident.

1. Responsible Party or Discharge

State law requires that any person discharging a pollutant shall immediately undertake to contain, remove and abate the discharge to the satisfaction of the Department of Environmental Protection (DEP). Federal laws and the DEP require the responsible party be given the opportunity to conduct cleanup operations as time and circumstances allow. Failure

to initiate cleanup measures may result in the local authority assuming containment and removal authority. In all cases, the releaser will be invoiced the entire amount expended by the local authority.

2. Industry Liaison

The establishment of a liaison with industry has a dual purpose. First, it provides the party responsible for a major discharge of a pollutant or hazardous substances incident with information that has been developed by the EOC Incident Command. Second, it is to the County's benefit to be able to ascertain facts about the incident directly from the responsible party. This exchange of information is vital to maximizing the success of the responsible party's or County's response action.

3. News Media

The EMD will work closely with the news media to ensure factual information is released to the public in a timely manner. The County's PIO will provide statements on potential public health and/or environmental effects and corrective actions related to the incident within the County.

4. Discharge Cleanup Organizations

Any discharge cleanup organization that has been contracted by either the potential responsible party(s) or by the local authority is encouraged to attend meetings of the Fire Services Division HazMat team, as applicable. Participation will be limited to one representative from each contracted cleanup organization.

IV. FINANCIAL MANAGEMENT

The Fire Services Division is responsible for tracking all costs associated with hazardous substance incidents in an effort to seek appropriate reimbursement from those responsible for the incident. Detailed guidance for documenting staff efforts and contractor expenditures are given in the County's HazMat Response Plan.

EMERGENCY SUPPORT FUNCTION 11 - FOOD AND WATER

PRIMARY AGENCY: Central Panhandle Chapter of ARC

SUPPORT AGENCIES: The Salvation Army

United Way of Northwest Florida

Volunteer Organizations Active in isasters (VOAD)

Florida National Guard

Bay County Public Health Department

I. INTRODUCTION

The purpose of this ESF is to identify food, water, and ice needs in the aftermath of a disaster or emergency; obtain these resources; and transport them to the impact area. Food supplies obtained and distributed by ESF 11 (Food) will be dispensed to disaster victims through the agencies of ESF 6 (Mass Care).

II. CONCEPT OF OPERATIONS

A. GENERAL

1. Following a notification of an impending major disaster or emergency, ESF 11 will be staffed at the EOC on a 24-hour basis as needed.
2. ESF 11 will use damage projection models to calculate the number of people that may be affected in order to assess the amount of food and water needed to meet the anticipated demand. Warehouse inventories will be tabulated and if additional food supplies are needed, ESF 11 will obtain and transport such supplies to the disaster or staging areas.
3. ESF 11 will provide menu calculations to the mass feeding sites. These menus will be built around available food provided by the United States Department of Agriculture. Quantity usage tables will be used to address serving sizes. These tables, combined with the menus, will provide for ordering, forecasting, and supplying data. Other mass care organizations with food resources will supplement the food supply. Menus will be adjusted based on food quantities.
4. ESF 11 will provide staff in the disaster area to assess the effectiveness of the food distribution network and to oversee the inventory of food, water and ice resources. ESF 11 will coordinate with County officials and ESF 6 to ensure ample and timely deliveries of food, water and ice supplies.
5. ESF 11 will coordinate with ESF 3 (Public Works), which is responsible for potable water.

B. ORGANIZATION

During an emergency or disaster, the primary and support agencies of ESF 11 will assign personnel to the EOC. ESF 11 will respond directly to the Human Services Branch Director who reports to the Operations Section Chief. The following organization will be adhered to by ESF 11:

1. The Central Panhandle Chapter of ARC has primary responsibility for all ESF 11 activities. The Food and Water Group Supervisor will direct response and recovery activities for this ESF from the EOC.
2. Upon activation of this ESF, the Food and Water Group Supervisor or designee will be responsible for ensuring all food, water and ice concerns are addressed. Additional support agencies and organizations may be utilized and will either be tasked to provide a representative to the EOC or to provide a representative who will be immediately available via telecommunications means (telephone, facsimile, conference call, etc.).

C. NOTIFICATION

1. The County Warning Point will notify the ESF 11 primary agency, the Central Panhandle Chapter of ARC, when an area of Bay County is threatened or has been impacted by an emergency or disaster event.
2. The Human Services Branch Director for the EOC and/or the Food and Water Unit Leader will notify all support agencies and may request that they report to the EOC.

D. ACTIONS

1. Preparedness - ESF 11 will:
 - a. Maintain an accurate roster of personnel assigned to perform ESF 11 duties during a disaster.
 - b. Identify and schedule disaster response training for ESF 11 assigned personnel.
 - c. Periodically update the list of available water and ice vendors.
2. Response - ESF 11 will:
 - a. Inventory food and water supplies.
 - b. Work with ESF 6 to identify the number of people in shelters and others in need of food and water.
 - c. Work with ESF 6 to identify the locations of all mass feeding and food distribution sites.
 - d. Work with ESF 12 to monitor power outages for estimated ice needs and quantities.

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- e. Work with ESF 3 and ESF 8 to monitor water contamination in the disaster area and estimate water needs and quantities.
 - f. Coordinate with ESF 7 to obtain additional refrigerated trailers, if needed.
 - g. Identify menus for meals to be used for calculation of food supplies and serving portions.
 - h. Assess warehouse space and needs for staging areas.
 - i. Coordinate with ESF 15 to incorporate offers of donated supplies into the disaster feeding network.
 - j. Monitor and coordinate the flow of food, water and ice supplies into the impacted area.
3. Recovery - ESF 11 will:
- a. Continue to monitor food, water and ice needs.
 - b. Assess special food concerns of the impacted residents.
 - c. Monitor nutritional concerns.
 - d. Establish logistical links with local organizations involved in long-term congregate meal services.
 - e. Document all emergency-related response activities and their costs.
4. Mitigation - None

E. DIRECTION AND CONTROL

1. Policies - ESF 11 will:
- a. Activate upon notification of a potential or actual disaster or emergency.
 - b. If directed by the EOC, secure food, water and ice supplies suitable for household distribution.
 - c. Provide suitable food, water and ice for congregate meal service, as appropriate. Coordinate with ESF 1 for transportation of water and ice supplies into the impacted zone.
 - d. Encourage the use of congregate feeding arrangements as the primary outlet for disaster food supplies.
2. Decision making authority
- a. The Food and Water Unit Leader has the authority to allocate resources, expend funds and direct personnel to meet the responsibilities outlined for ESF 11 in this CEMP or to

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complete missions assigned to ESF 11 by the Operations Section Chief or his designated representative in the EOC.

- b. The Food and Water Unit Leader will designate, in writing, an assisting agency representative for each ESF 11 shift operating in the EOC.
 - c. The designated representative has the authority, in consultation with the Food and Water Unit Leader, to take those actions necessary to meet the responsibilities outlined for ESF 11. This would include completing all missions assigned by the Operations Section Chief or designee.
3. Coordination
- a. All actions taken by ESF 11 will be guided by and coordinated with the EOC IC.
 - b. ESF 11 will coordinate with, and provide support, as appropriate, to ESF 6.
 - c. The Food and Water Unit Leader or designated representative will coordinate the activities and requirements of the various ESF 11 support agencies.
 - d. In case of Federal activation, the Food and Water Unit Leader or designated representative will coordinate the allocation of Federal ESF 11 resources.
 - e. Agencies of ESF 11 may serve the EOC Incident Command Team in various areas of Field Operations (i.e., Initial Assessment Team(s), Preliminary Damage Assessment Team(s), Disaster Field Office operations, Recovery Center operations, intra-County and/or inter-County mutual aid assistance, etc.).

III. RESPONSIBILITIES

A. PRIMARY AGENCY – CENTRAL PANHANDLE CHAPTER OF ARC

- 1. Coordinate with the EOC, ESF 6 (Mass Care), and Local governments to determine food, water, and ice needs for the population in the impacted areas.
- 2. Provide appropriate information to ESF 5 (Information and Planning) on a regular basis.
- 3. Develop a plan of operation that will ensure timely distribution of food supplies to mass care locations.
- 4. Deploy water tankers to locations identified by ESF 6 and Local officials.
- 5. Provide daily information to ESFs 14 and 15 on the amount of food used and types of food needed.
- 6. Maintain records of the cost of supplies, resources, and employee-hours needed to respond to the disaster.

7. Monitor the number of mass feeding sites, soup kitchens, and pantries providing food to disaster victims.

B. SUPPORT AGENCIES

1. Salvation Army
 - a. Assist in identifying and assessing the requirements for food on a two-phase basis: critical emergency needs immediately after the disaster and long-term sustained needs after the emergency phase is over.
 - b. Assist with the distribution of coordinated disaster relief supplies.
 - c. Per established agreements with private vendors, supplement County-supplied food stocks.
 - d. Provide meal counts, excluding snacks, by County, on a daily basis.
2. United Way of Northwest Florida
 - a. Assist in identifying and assessing the requirements for food on a two-phase basis: critical emergency needs immediately after the disaster and long-term sustained needs after the emergency phase is over.
 - b. Assist with the distribution of coordinated disaster relief supplies.
 - c. Per established agreements with private vendors, supplement County-supplied food stocks.
 - d. Provide meal counts, excluding snacks, by County, on a daily basis.
3. VOAD
 - a. Assist with the distribution of coordinated disaster relief supplies.
4. Florida National Guard
 - a. Assist in transporting water and food supplies into the disaster area.
 - b. Provide personnel and cargo handling equipment to assist in the operation of the ESF 11 warehouse in staging area.
5. Bay County Public Health Unit
 - a. Provide demographic information on the infant and elderly population in the potential impact area, if possible.

- b. Provide demographic profiles of the DOH income eligible assistance programs in the impacted area
- c. Provide current information on sources of infant formula.

IV. FINANCIAL MANAGEMENT

A. DOCUMENTATION OF EXPENDITURES

1. The Food and Water Unit Leader or designated representative will be responsible for approving all expenditures by ESF 11 related to the incident.
2. With the activation of the EOC at Level I, the Food and Water Unit Leader will appoint, in writing, an ESF 11 Financial Officer. The ESF 11 Financial Officer will have the following responsibilities:
 - a. Document all expenditures by the ESF 11 for cost recovery subsequent to the incident period.
 - b. Supervise the maintenance of a personnel log that tracks the hours worked of all ESF 11 personnel during the incident period.
 - c. Every 24 hours during the incident period, prepare a report summarizing the dollar costs and personnel hours expended during the previous 24 hours and during the incident to date. A copy of this report will be delivered to the Food and Water Unit Leader and the Finance/Administration Section.
 - d. Obtain a copy, when issued, of the declaration of the local State of Emergency for the incident and transmit to specific supporting agency personnel, as required.

EMERGENCY SUPPORT FUNCTION 12 - ENERGY

PRIMARY AGENCIES: Bay County Utilities Department

SUPPORT AGENCIES: Gulf Power
Gulf Coast Electric CO-OP
Duke Energy
TECO
Amerigas

I. INTRODUCTION

The purpose of this ESF is to coordinate the response to and recovery, from shortages and disruptions in the supply and delivery of electricity, natural gas, and other forms of energy and fuels that impact or threaten significant numbers of citizens and visitors. Shortages and disruptions in the supply of electricity may be caused by such events as unusually cold or hot weather, storms, power generation fuel supply disruptions, electric transmission and distribution disruptions. Other energy and fuel shortages affecting the private sector may be caused by such events as severe weather, flooding and labor strikes.

ESF 12 involves close coordination with the electric and natural gas utilities providing service within the County to ensure that the integrity of the power supply systems are maintained during emergency situations and that any damages that may be incurred are repaired and services restored in an efficient and expedient manner afterward. The Bay County Utilities Department will have primary responsibility to monitor and coordinate the availability of electric utility generating capacity and reserves, the availability and supply of natural gas, supply and transportation of generation fuels and emergency power. The Bay County Utilities Department will also monitor and coordinate the restoration of electric and natural gas services for normal community functioning.

ESF 12 also involves close coordination with private sector providers of energy and transportation fuels such as propane, fuel oil, diesel fuel, and gasoline. The Bay County Utilities Department will have primary responsibility to monitor and coordinate with the private sector suppliers of such fuels to ensure that adequate supplies of other energy and transportation fuels are available and deliverable for normal community functioning.

II. CONCEPT OF OPERATIONS

A. GENERAL

When electric utility operating reserves are nearly exhausted and there is an imminent possibility of curtailment or loss of firm load, threat of distribution service disruptions due to storm or accidents, or when other energy supplies such as natural gas or automotive transportation fuels are disrupted, an appraisal of the situation is made by designated authorities and personnel, and

action is taken in accordance with this ESF. Emergency organization personnel are notified and mobilized to direct and coordinate relief efforts, to communicate with the public and appropriate governmental agencies, and to restore normal service when the emergency is over. These response actions are carried out to maintain energy system integrity and to minimize the impact on Bay County citizens and visitors to the degree possible.

B. ORGANIZATION

1. The Bay County Utilities Department is the lead agency for ESF 12. Other agencies and entities supporting ESF 12 are:
 - Gulf Coast Electric Cooperative
 - Gulf Power
 - Duke Energy
 - TECO
 - AmeriGas
2. During an emergency or disaster, the primary and support agencies of ESF 12 will assign personnel to the EOC. ESF 12 will respond directly to the Infrastructure Branch Chief who reports to the Operations Section Chief.

C. NOTIFICATION

1. The County Warning Point will notify the ESF 12 primary agency (Bay County Utilities Department) when an area of Bay County is threatened or has been impacted by an emergency or disaster event.
2. The Bay County Utilities Department will notify ESF 12 support agencies as appropriate.

D. ACTIONS

1. Preparedness
 - a. In preparation for an emergency/disaster situation, ESF 12 will coordinate support agencies and organizations in an attempt to:
 - i. To maintain communication with utility representatives to determine response and recovery needs; and,
 - ii. Maintain communication with major fuel and other energy providers to determine response and recovery needs; and,
 - iii. Assist the ARC and the Bay County School Board to identify emergency shelter power generation needs or other emergency power generation needs.
2. Response

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- a. ESF 12 procedures will be implemented when notified by the County Warning Point. The Utilities Department and other ESF support agencies will cooperate with Local, State and Federal agencies and public or private entities in achieving the purposes or activities of ESF 12.
 - b. The assets (e.g., staff and donated emergency generators) available to ESF 12 will be used to assist County emergency operations agencies and other ESFs with their emergency efforts to provide power, fuel and other resources as necessary. In response to an emergency, ESF 12 will coordinate support agencies and organizations in an attempt to:
 - i. Provide sufficient power and fuel supplies to County agencies, emergency response organizations, and areas along evacuation routes; and,
 - ii. Maintain communication with utility representatives to determine response and recovery needs; and,
 - iii. Maintain communication with major fuel and other energy providers to determine response and recovery needs; and,
 - iv. Assist the ARC and the Bay County School Board to identify emergency shelter power generation needs or other emergency power generation needs.
 - c. Agencies of ESF 12 may serve the EOC Incident Command Team in various areas of Field Operations (i.e., Initial Assessment Team(s), Preliminary Damage Assessment Team(s), Disaster Field Office operations, Recovery Center operations, intra-County and/or inter-County mutual aid assistance, etc.).
 - d. Conduct an initial review of recovery actions and develop strategies for meeting local energy needs;
 - e. Communicate with and monitor local and private utility response actions;
 - f. Receive and assess requests for aid from Local, State and Federal agencies, energy offices, energy suppliers and distributors;
 - g. Request, when appropriate, needed resources to repair damaged energy systems;
 - h. Work with EOC IC to establish priorities to repair damaged energy systems, and;
 - i. Update local news organizations with assessments of energy supply, demand, and requirements to repair or restore energy systems;
3. Recovery

During the recovery phase of an emergency, ESF 12 will:

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- a. Upon request, coordinate the provision for resources to assist Local, State and Federal agencies in restoring emergency power and fuel needs;
 - b. Review recovery actions, develop strategies for meeting local energy needs;
 - c. Continue to communicate with and monitor local and private utility response actions;
 - d. Receive and assess requests for aid from Local, State and Federal agencies, energy offices, energy suppliers and distributors;
 - e. Request, when appropriate, needed resources to repair damaged energy systems;
 - f. Work with EOC Incident Command to establish priorities to repair damaged energy systems;
 - g. Update local news organizations with assessments of energy supply, demand, and requirements to repair or restore energy systems;
 - h. Keep accurate logs and other records of emergency response activities and their costs; and
 - i. Draft recommendations and other reports as appropriate.
4. Mitigation

ESF 12 will work cooperatively with other ESFs to mitigate the effects of any emergency. This will include the coordination of available emergency generators for temporary power.

E. DIRECTION AND CONTROL

In the wake of a disaster, many of the local resources will be unavailable due to damage, inaccessibility, or insufficient supply. The Utilities Department will coordinate a response to electric and natural gas energy related requests with assistance from the ESF 12 support agencies and organizations as well as with assistance from other ESFs. When the Utilities Department is notified by the County Warning Point that the EOC has been activated, the Utilities Department will staff the ESF 12 work station in the EOC, identify which support agencies for ESF 12 are needed, and take the necessary steps to assure that these agencies are activated, or at least placed on alert status, as appropriate.

The Utilities Department will coordinate a response to non-utility sector energy and transportation fuel related requests with assistance from the other ESF 12 support agencies and organizations as well as with assistance from other ESFs. When the Utilities Department is notified by the County Warning Point that the EOC has been activated, the Utilities Department will staff the ESF 12 work station in the EOC, identify which support agencies for ESF 12 are

needed, and take necessary steps to assure that these agencies are activated, or at least placed on alert status, as appropriate.

III. RESPONSIBILITIES

A. PRIMARY AGENCY – BAY COUNTY UTILITIES DEPARTMENT

1. The Utilities Department will:
 - a. Address issues pertaining to emergencies affecting electric and natural gas utility services to the public.
 - b. Upon activation of the EOC, ensure that energy concerns are addressed.
 - c. Maintain communications with electric utilities and other support agencies and organizations in responding to and recovering from emergencies regarding electric generating capacity shortages, electric generating fuel shortages, transmission and distribution line outages, and electrical service outages affecting the public.
 - d. Make contact with electric, gas, telephone, and water utilities and industry coordinating groups serving the emergency area to obtain information about damage and/or assistance needed in their area of operations.
 - e. Monitor the procedures followed by the individual utilities during a generating capacity shortage on their systems and the procedures followed by all utilities to ensure coordinated countywide action and communication.
 - f. Coordinate and communicate with Planning Section Chief and provide information regarding:
 - Geographic areas and number of customers that are expected to be most severely impacted, if available
 - Status of major generating unit outages
 - Expected duration of event
 - Explanation of utilities planned actions and recommendations of agency actions in support of the utilities.
 - g. Communicate and coordinate with Local, State and Federal agencies and organizations in responding to energy emergencies and energy restoration.
 - h. Coordinate with ESF 14 on local news issues to keep them apprised of energy shortfalls.
 - i. Maintain communications with the Nuclear Regulatory Commission, the Department of Health, and nuclear facilities in responding to and recovering from radiological nuclear power plant emergencies.
 - j. Direct efforts to obtain needed fuel supplies in case of a shortage of automotive transportation fuels or non-utility fuels needed for other residential, commercial, or

industrial purposes.

- k. Coordinate the activities of industry trade groups and associations in this effort.

B. SUPPORT AGENCIES

Duke Energy, Gulf Coast Electric Cooperative, Gulf Power and Nuclear Regulatory Commission will co-locate officials at the EOC to facilitate assessing and repairing damage.

EMERGENCY SUPPORT FUNCTION 13 – MILITARY SUPPORT

PRIMARY AGENCY: Florida National Guard (FNG)

SUPPORT AGENCY: Tyndall Air Force Base,
Naval Station Activity-Panama City,
United States Coast Guard (USCG)

I. INTRODUCTION

The purpose of ESF 13 is to provide military support (primarily utilizing the FNG) to Bay County in times of a major or catastrophic disaster and/or civil unrest with the approval of the State of Florida Governor.

II. CONCEPT OF OPERATIONS

A. GENERAL

1. Mission: When directed by the Governor or the State Coordinating Officer, the Adjutant General of Florida employs FNG personnel and equipment, through appropriate commanders, to assist civil authorities.
2. Execution: The FNG will provide Military Support to Civil Authorities in accordance with the existing FNG Operation Plan for Military Support to Civil Authorities (Florida National Guard-Military Support to Civil Authorities).
3. Concept of Operations: As a potential disaster develops, or upon the occurrence of a disaster, the FNG will dispatch the Military Support (ESF 13) Emergency Coordination Officer and his/her team will advise the EOC Incident Commander on FNG capabilities and resources, the ongoing mission status, troop numbers, and estimated daily costs, and legal considerations. The EOC Message Center will receive official mission requests to support other ESFs and pass them through to the Logistics Section for consideration and action.
4. Executive Order: Upon the issuance of an Executive Order and prior to an imminent disaster, the Adjutant General, through appropriate commanders, will mobilize and stage personnel and equipment, as necessary, to restore/preserve law and order, support the committed elements, and provide support to other ESFs respectively as directed by the EOC IC and within FNG capabilities.
5. Mission Assignment: As supported ESFs determine that all available Local resources are exhausted and/or a mission exceeds the ESFs' capabilities, the EOC Message Center will pass a request to ESF 13 in the form of a "Mission." This mission will then be forwarded to the Logistics Section to request immediate staffing and assistance to support the request. If the FNG can support the requested mission, the Adjutant General will determine the number of personnel and type of equipment necessary through the appropriate commander who will immediately contact the Liaison Officer for mission coordination. Simultaneously, the ESF 13

leader will be notified of mission acceptance and kept updated on mission status.

6. Rapid Impact Assessment and Recon Teams: In direct support of EOC operations and at the direction of the FDEM, the FNG may preposition Rapid Impact Assessment Teams (RIAT) prior to a disaster, when possible or immediately following a disaster and will be prepared to immediately deploy to the disaster area as conditions allow. Each RIAT and Recon Team will be comprised of public works representatives, a FDEM representative, and appropriate State agency representatives. The composition, mission, deployment, and logistical requirements of the RIAT are contained in the FNG and State of Florida Operation Plan for Rapid Impact Assessments.
7. United States Department of Defense: In major or catastrophic disasters requiring a large Federal Department of Defense response, the Adjutant General and his staff will serve in a liaison role between the County, State of Florida and the Active Component Commander in charge. As the State's first line military response in times of disaster and civil emergency, the National Guard will closely coordinate with the active federal military to ensure mutual support during federal disaster relief operations.

B. ORGANIZATION

The FNG is a support agency for the other ESFs located in the EOC.

C. NOTIFICATION

1. ESF 13 response will be activated upon notification by FDEM that an emergency condition is imminent or exists that requires personnel and/or resources of the FNG. The County Warning Point will notify the FDEM, and the State Warning Point will make initial notification by the all-page system to the designated ESF 13 Emergency Coordination Officer or alternate. If the Emergency Coordination Officer cannot be reached by the all-page system they will be notified telephonically.
2. Upon notification of imminent or existing emergency conditions, the FNG -Emergency Coordination Officer will notify the Adjutant General who will then order the activation of personnel and equipment as necessary to provide military support. Simultaneously, the County Warning Point will notify EOC personnel, as required, to report immediately to the County EOC.
3. Based upon the magnitude of the FNG activation, directors and staff will be activated and advised to report to the Technical Advisory Group EOC located at the Robert F. Enslin Jr. Armory, SR 207 in St. Augustine, Florida. The staffing of the Technical Advisory Group EOC will be dictated by mission requirements.
4. As FNG units are activated, the Adjutant General will appoint an Area Commander. The Area Commander will normally be a Colonel or Brigadier General who will assume operational command and control of all FNG assets operating within this area of operations. The Area Commander will receive all mission tasking from the Technical Advisory Group EOC.

5. FNG units will utilize existing unit alert plans to assemble troops at their home station. Orders for deployment will be forwarded through military channels to the Commanding Officer of the unit or units mobilized.
6. Immediately following the occurrence of a major or catastrophic disaster, the FNG will deploy RIAT and Recon Team(s) as required. The composition of these teams will include civil public works experts, as appropriate. The mission of the RIATs will be to expeditiously evaluate the immediate needs of the affected population as a result of infrastructure (communications, transportation, utilities) loss or damage and availability of essential services (food, water, housing, medical) within the impacted area.

D. ACTIONS

1. Preparedness

ESF 13 conducts regional Liaison Officer Training Courses for members of each Task Force. Liaison Officers will be utilized to assist the Emergency Preparedness Managers in the affected counties in understanding the capabilities and limitations of the FNG and to assist them in the operations of their EOCs. RIAT training is conducted yearly, dependent on funding from the state. The FNG also trains throughout the year on its wartime mission which increases the readiness of the FNG.

2. Response

- a. All FNG units are potentially available to support civil authorities during times of emergency or disasters. The FNG is organized to support minor, major, or catastrophic emergencies/disasters. Task Force organizational integrity will be retained when operational requirements permit. However, any FNG element may be modified to create special task force organizations and attached to other units to enhance the capability to provide greater support during major/catastrophic emergencies. Response operations focus on those of life saving functions required by the population in the disaster area. Examples of response the FNG can provide during a State of Emergency include:

- Evacuation
- Impact Assessment
- Search and Rescue
- Transportation of Supplies and Services
- Distribution Points
- Provide and Operate Generators
- Mass Feeding
- Communications
- Clear Roads and Bridges
- Emergency Medical Support
- Comfort Stations
- Remove and Transport Debris
- Water Purification

- Base Camp for Emergency Workers
- Aviation Operations
- Law Enforcement and Security
- Engineer Support
- Civilian Acquired Skills
- Logistical Staging Areas

b. The FNG will resist attempts to utilize equipment/personnel below a company organization level.

3. Recovery

Recovery operations begin the process of restoring community infrastructure and services (both municipal and commercial) to pre-disaster status. The FNG will continue to provide military support to lead agencies during the recovery phase until services can be contracted to the civilian sector and local agencies regain control of the situation. The FNG forces will adjust or re-deploy as operations transition from the response and recovery stage to the restoration stage.

4. Mitigation

Mitigation actions are not applicable to ESF 13.

E. DIRECTION AND CONTROL

1. Adjutant General of Florida: Command of the National Guard is exercised through the Adjutant General of Florida or designated military representative. Command and control is administered through the Technical Advisory Group EOC in accordance with the Florida State Army Reserve Command and the SEOC - SOP. Mission assignments are received, staffed and approved by the Adjutant General's EOC. Mission tasking is through normal military channels to the appropriate unit's organization for mission execution.
2. Impact Assessment: Command and control is the responsibility of the Bay County EMD. This is accomplished through the EOC, ESF 5 and the RIAT leader in accordance with the FNG and the State of Florida Operations Plan for the Rapid Impact Assessment Team. The FNG's Officer in Charge and RIAT assistant team leader will, in the absence of the team leader, perform the duties and responsibilities of the team leader. The EMD in coordination with FNG approves all mission tasking.
3. Emergency Management Assistance Compact: Out-of-state National Guard units and organizations will be under the Command and Control of the Adjutant General of Florida. In addition to the guidance outlined in the Emergency Management Assistance Compact, additional coordination between the Technical Advisory Groups of Florida will be contained in established Memorandum of Agreements and Memorandum of Understandings.

III. RESPONSIBILITIES

A. PRIMARY AGENCY – DEPARTMENT OF MILITARY AFFAIRS, FNG

1. Provide Emergency Coordination Officer representation on the EOC Incident Command Team.
2. Provide Military Support to civil authorities on a mission request basis, within the FNG's capability, and within the limitations of existing state law, military regulations, and the applicable Governor's Executive Order.

B. POLICIES

In accordance with existing FNG Regulations, it is understood that the primary responsibility for disaster relief shall be with Local and/or State government, and those Federal agencies designated by statute.

1. When the situation is so severe and widespread that effective response support is beyond the capacity of Local and State government and all civil resources have been exhausted, assistance is provided.
2. When required resources are not readily available from commercial sources, FNG support will be furnished if it is not in competition with private enterprise or the civilian labor force.
3. FNG resources will normally be committed as a supplement to civil resources that are required to cope with the humanitarian and property protection requirement caused by a civil emergency or mandated by law.
4. Assistance will be limited to the task that, because of experience and the availability of organic resources, the National Guard can accomplish more effectively or efficiently than other agency.
5. When an emergency or disaster occurs and waiting for instructions from higher authority would preclude an effective response, a FNG commander may do what is required and justified to save human life, prevent immediate human suffering, or lessen major property damage or destruction. The commander will report the action taken to higher military authority and to civil authority as soon as possible. Support will not be denied or delayed solely for lack of a commitment for reimbursement or certification of liability from the requester.
6. The FNG will be employed with adequate resources to accomplish the mission when conducting civil disaster/emergency relief operations. The on-scene commander or the senior officer present will make that determination. Military support to civil authorities will terminate as soon as possible after civil authorities are capable of handling the emergency.
7. When a public service is lost or withdrawn and an immediate substantial threat to public health, safety, or welfare is evident, the FNG may be called to restore and/or continue that public service. It is desirable that supervisors, managers, and essential personnel of the public service be available to provide technical assistance to FNG personnel. In the absence of key public service personnel, the State Adjutant General will make plans and coordinate with appropriate civil authorities to perform the mission within the capabilities and limitations of

the FNG.

8. The capability of the FNG to assist in the restoration/continuation of public services depends primarily on the degree of military or civilian skills possessed by FNG personnel.

C. MILITARY CODE

Chapter 250 of the Florida Statutes designates the Governor, as the Commander in Chief of all militia (Florida National Guard) of the State, to preserve the public peace, execute the laws of the State, and respond to State emergencies. The Governor, at his discretion, may order all or part of the militia into active service of the State. Activation of the militia is accomplished through the issuance of a Governor's Executive Order.

IV. FINANCIAL MANAGEMENT

The State Quartermasters Office, located at the St. Francis Barracks, St. Augustine, Florida, will deploy members of its office to the affected areas with the Task Force and the Staff Coordination and Assistance Team. These personnel track all State Active Duty expenses incurred by the Florida National Guard during State Active Duty. An estimated cost projection is kept for each and an accrued balance is reported to the Finance/Administration Section's Cost Unit.

EMERGENCY SUPPORT FUNCTION 14 – PUBLIC INFORMATION

PRIMARY AGENCY: Bay County Public Information Office

SUPPORT AGENCIES: Bay County Sheriff's Office – Public Information Office
Bay County Department of Emergency Services
Tyndall AFB Office of Public Information
Naval Station Activity – Panama City Office of Public Information
WJHG TV Channel 7
WMBB TV Channel 13
WAKT Radio (103.5 FM)
WASJ Radio (105.1 FM)
WDIZ Radio (590 AM)
WEBZ Radio (99.3 FM)
WFBX Radio (94.5 FM)
WFSY Radio (98.5 FM)
WKGK Radio/NPR (90.7 FM/1480 AM)
WPAP Radio (92.5 FM)
WPFM Radio (107.9 FM)
WRBA Radio (95.9 FM)
WYOO Radio (101.1 FM)

I. INTRODUCTION

The purpose of ESF 14 is to receive and disseminate information on emergencies via the public news media.

II. CONCEPT OF OPERATIONS

A. GENERAL

ESF 14 staff will be located in the EOC. ESF 14 will provide the media and the general public through AlertBay an overview of the emergency situation and disseminate information on response and recovery actions taken by the EOC Incident Command Team.

ESF 14 can expect the media's interest in the event to be consistent with or exceed citizen's needs. The scope of information that must be provided to the media exceeds the resources of a single agency. Information must be disseminated from a central source – ESF 14.

B. ORGANIZATION

The Bay County Public Information Office and various departmental, agency and/or municipal Public Information Officers will staff ESF 14. During an emergency or disaster, the primary and support agencies of ESF 14 will respond directly to the EOC Incident Commander. The following organization will be adhered to by ESF 14:

1. Lead Public Information Officer: All ESF 14 staff work is at the direction of the Chief of the EMD. The Chief oversees the information flow to the public via the media.
2. Department Spokespersons: ESF 14 will be staffed by various agency spokespersons who may serve as a primary spokesperson concerning Department-specific issues.
3. Assisting Agencies: Other agency communications staff will assist with incoming news agency requests for information, preparing for news conferences, drafting news releases and handling reporter and citizen calls. The agency communications staff that assist ESF 14 during an emergency are considered as spokespersons for their respective agencies.
4. Emergency Information Line(s): ESF 14 will be responsible for activating the telephone lines, coordinating volunteer staffing and providing regular briefings for any established Emergency Information Line(s). ESF 14 will determine the best time to activate the telephone lines based on volunteer resources available and projected impact of an emergency. ESF 14 will work directly with the EMD to turn on the telephone lines and will make the decision about when the Emergency Information Line(s) should be shut down.

C. NOTIFICATION

1. County Warning Point: The County Warning Point notifies the DES PIO, and/or designee, of incidents that have potential for County public information implications.
2. Initial EOC Activation: When the EOC is activated, the Chief of DES, or designee, will notify PIOs for each supporting department, agency and/or Municipality and alert them of impending PIO Operations. Departmental, agency and/or Municipal PIOs will be asked to report to the EOC as needed.

D. CONCEPT OF OPERATIONS

Under major and catastrophic disaster conditions, Bay County is responsible for coordinating Local and mutual aid PIO assistance to affected Local governmental agencies and voluntary organizations. This normally is accomplished at the Local level through the implementation of the Incident Command Support Staff, specifically the designation of a PIO, within the County ICS. The PIO is designated to coordinate all local and mutual aid requests for PIO resources during the response to and recovery from major or catastrophic disasters. The PIO is responsible for coordinating support for volunteer organizations with disaster mission assignments that lack sufficient PIO resources necessary to perform their emergency missions. All requests for PIO resources will be submitted to the IC for review and action.

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Information will be disseminated through AlertBay and the media by the PIO in the form of press releases and/or press conferences. A list of all Local and regional radio and television stations in the County with contact information to support PIO operations is on file at the County Warning Point. In the event that one or more of these primary methods of communicating with the public fails, information will be provided through AlertBay and through the publishing and posting of printed media in public locations where feeding, sheltering or other response or recovery operations are being conducted. The County will inform the hearing-impaired and non-English speaking portions of the population as outlined in the CEMP Basic Plan.

The EMD will maintain, on a daily basis, the Press Room and pre-scripted press releases at the County EOC for use by the local media during EOC operations. If necessary, a Joint Information Center (JIC) will be established. Recovery information, specifically where to go and who to contact for assistance, will be disseminated according to the procedures outlined above. In the event traditional methods of communication are disrupted, information will be disseminated via comfort stations in printed format. Should the need arise, the County will establish Citizens Information Centers at public schools closest to impacted areas.

EMERGENCY SUPPORT FUNCTION 15 – VOLUNTEERS AND DONATIONS

PRIMARY AGENCY: Panhandle Chapter of the ARC

SUPPORT AGENCIES: Volunteer Organizations Active in Disasters (VOAD),
Salvation Army
United Way of Northwest Florida

I. INTRODUCTION

The purpose of this ESF is to provide a central point for the coordination of information and activities of voluntary agencies responding in times of disaster and the effective utilization of donated goods.

II. CONCEPT OF OPERATIONS

A. GENERAL

1. The primary function of ESF 15 is to coordinate the provision of donated resources to meet the needs of the impacted area. A Donations Unit will be activated within the Logistics Section to manage volunteers and donations. ESF 15 will not be activated in all disasters but only in response to a verifiable need within the impacted area.
2. During an emergency or disaster, the primary and support agencies of ESF 15 will respond to the Donations Unit Leader who reports to the Logistics Section Chief.

B. ORGANIZATION

1. ESF 15 will coordinate with other ESFs, in keeping with their scope of work agreements, to serve as a source of information regarding the availability and coordination of voluntary and donated resources.

C. NOTIFICATION

ESF 15 will not be activated in every disaster; however, when activated by the EOC operations officer, the following actions will occur:

1. Level 3: During this phase, VOAD will check its contact list to ensure accuracy and to make courtesy calls to typical supporting agencies to provide current status information for the event.
2. Level 2: During this phase, VOAD is responsible for notifying essential voluntary agencies (i.e., ARC) and requesting that they report to the EOC. These support agencies then notify their local, regional and national offices per their plans.

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3. Level 1: This level includes a full activation of the EOC Incident Command Team. All participating ESF 15 agencies will be notified. Some voluntary agencies will not come to the EOC but will have a vital part of the overall County response. These agencies are included because of their field support activities.

D. ACTIONS

- a. Preparedness
- b. Maintain and distribute as necessary, a roster of agency contacts and support personnel.
2. Response
 - a. Inventory, update, and maintain a database of offers of services, goods, and monetary donations.
 - b. Liaison with other ESFs regarding available donated resources.
 - c. Maintain a daily log of activities and action plans, including scheduling staff and submitting Situation Report information to ESF 5.
 - d. Assist in the coordination of field activities related to donated goods including the Donations Hot Line, Data Base, Staging Area and volunteer/donations liaisons.
 - e. Ensure appropriate information intended for public distribution is made available to ESF 14.
 - f. Serve the EOC Incident Command Team in various areas of Field Operations (i.e., the Initial Assessment Team(s), Preliminary Damage Assessment Team(s), Disaster Field Office operations, Recovery Center operations, intra-County and/or inter-County mutual aid assistance, etc.).
3. Recovery
 - a. Initial
 - i. ESF 15 will assist in obtaining volunteers for County outreach teams.
 - ii. DRC(s) will continue to disburse donated goods in an expeditious and organized manner to relief agencies in the impacted area.
 - iii. SF 15 will support voluntary agency operations in providing recovery activities.
4. Mitigation

ESF 15 may be represented on the Community Redevelopment Task Force. This Task Force typically monitors long term rebuilding activities and assists in the coordination of Local rebuilding, relocation, and voluntary agency assistance activities. The Task Force considers

possible rule and ordinance changes that would reduce disaster-related costs through proper mitigation activities.

E. DIRECTION AND CONTROL

ESF 15 activities will be coordinated from the EOC during activation. ESF 15 will respond to message form requests approved by the EOC Message Center. Any requests that cannot be filled by items already available in the database or through solicitations made to or by participating support agencies will be returned to the ARC. County employees will not initiate or conduct direct solicitations for donated goods. Discussion between ESF 15 and the originating ESF will occur prior to message rerouting. Message updates will be made regarding the progress in acquiring donated items or services. Voluntary agencies continue to be operational when the SEOC is no longer at a Level I activation.

III. RESPONSIBILITIES

A. PRIMARY AGENCY – PANHANDLE CHAPTER OF THE ARC

1. Will provide year round technical assistance regarding the use of volunteers and donations in all four phases of emergency management to County offices of emergency management.
2. Will enter all information which is received on message forms from the EOC Message Center; enter situation report information; and ensure that a print out of these documents are distributed throughout the EOC daily.
3. Will continue operations through recovery to address the unmet needs of the impacted community.
4. Will coordinate with all other ESFs in compiling a daily needs list, which will be provided to ESF 14 for public release. This information may include pick-up points and any specific field information useful to the public. Information for situation reports will be provided to ESF 5 and ESF 14.
5. Will ensure appropriate recognition of individual and agency efforts is accomplished and coordinated through ESF 14.
6. Will be responsible for monitoring and updating the message log of volunteer/donations lists and other reporting responsibilities.

B. SUPPORT AGENCIES

- **Volunteer Organizations Active in Disasters (VOAD),**
- **United Way of Northwest Florida,**
- **The Salvation Army**

IV. FINANCIAL MANAGEMENT

BAY COUNTY, FLORIDA
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

Voluntary agencies should maintain logs and journals documenting all expenses incurred in any disaster relief activities.

EMERGENCY SUPPORT FUNCTION 16 – LAW ENFORCEMENT AND SECURITY

PRIMARY AGENCY: Bay County Sheriff's Office (BCSO)

SUPPORT AGENCIES: Florida Department of Law Enforcement (FDLE)

Florida Highway Patrol (FHP)

Department of Military Affairs, Florida National Guard (FNG)

Lynn Haven Police Department

Mexico Beach Public Safety Department

Panama City Police Department

Panama City Beach Police Department

Parker Police Department

Springfield Police Department

Airport Police Department

Bay District Schools Office of Safety & Security

I. INTRODUCTION

The purpose of ESF 16 is to establish procedures for the command, control, and coordination of all County law enforcement personnel and equipment and request and establish support from State law enforcement agencies. ESF 16 also establishes procedures for the use of the FNG in security missions.

II. CONCEPT OF OPERATIONS

A. GENERAL

When an emergency situation is anticipated or occurs, the BCSO will dispatch sworn personnel to the EOC and monitor the situation. EOC personnel will coordinate any requests for additional law enforcement resources from within the affected area(s) of the County and make requested resources immediately available. Should the situation escalate or require at the onset State law enforcement resources, coordination of the use of State resources will be accomplished by the Regional Director or a designee from the nearest FDLE office, and such resources will be dispatched in conjunction with other State law enforcement agency(s) listed in this appendix by the FDLE Mutual Aid Director in Tallahassee.

B. ORGANIZATION

1. The organization of ESF 16 consists of one primary agency, BCSO, and all other support agencies are aligned along a horizontal plane. Each agency has specific basic responsibilities, which are discussed later in this Appendix.
2. During an emergency or disaster, the primary and support agencies of ESF 16 will respond directly to the Operations Section Chief or EMD Chief.

C. NOTIFICATION

1. The BCSO and the DES routinely monitor incidents throughout the County that may require law enforcement involvement and/or have the potential for escalation. When Local law enforcement responds to an incident and requires State law enforcement assistance, Sheriffs and Chiefs may call directly on the regional commander of any agency from which they need assistance. Those State agencies notify the nearest FDLE office of their involvement. The FDLE actively monitors for potential escalation beyond the capabilities of regional State law enforcement resources, and the Mutual Aid Director notifies other ESF 16 member agencies including the FNG, as necessary.
2. If it appears that State law enforcement resources will be required beyond those in the affected region, the FDLE may request an activation of the SEOC including those ESF 16 agencies that are necessary for the response. The support agencies activated will be notified by the Mutual Aid Director to report to the SEOC. Each ESF 16 Emergency Coordination Officers will notify their regional offices of the need for additional resources and prepare for response. The local IC will determine which other ESFs are needed based on the incident and ensure similar notifications and response to the EOC.
3. The BCSO PIO Officer will assist the ESF 14 PIO in the preparation and dissemination of information releases to the media and other interested parties and provide any other operations support as needed.

D. ACTIONS

1. Preparedness
 - a. Training

FDLE annually conducts training for State and Local law enforcement in emergency response. The courses involve an understanding of the Florida Mutual Aid Plan under Chapter 23, FS, the Florida Mutual Aid Act, and the State CEMP under Chapter 252, FS, and the State Emergency Management Act. Particular emphasis is given to the roles of ESFs, particularly ESF 16.
 - b. Resource Databases

Pursuant to Chapter 23, FS, the FDLE maintains an inventory of State and Local law enforcement skills and equipment necessary for emergency response. The Mutual Aid Resource Inventory is maintained in a computer database known as the Mutual Aid Resource System (MARS).

2. Response

a. Assessments

Because of the statewide dispersal of FDLE offices, contact with affected Sheriffs and Chiefs can be made quickly to determine their law enforcement resource needs for the particular incident. That information is collected and transmitted to the affected FDLE Regional Operations Bureau, Headquarters Command Staff, and the Mutual Aid Director. The FDLE Regional Operations Bureau activates its EOC, and selects locations in the impact area for establishing Mutual Aid Command Posts to fulfill assignments requested by Local law enforcement. This information is provided to all ESF 16 agencies. Mutually, ESF 16 agencies begin response and pre-positioning preparations, as required.

b. Physical Deployment

The ESF 16 lead agency representative at the EOC will coordinate with the Law Enforcement Group Supervisor for deployment of Local law enforcement resources and requesting FDLE resources. All State law enforcement resources typically respond to the County in numbers and types of equipment based on initial assessments made with Sheriff, Chiefs, and/or State agency operations requiring security. Based on the type of assignment(s), each ESF 16 agency coordinates with the Bay County Sheriff's Office and their agency representative in the Mutual Aid Command Post upon arrival in the County and assumes their responsibilities.

c. Force Reductions

ESF 16 regularly assesses all state law enforcement and FNG security assignments being managed from the Mutual Aid Command Post(s). These assessments, which are done in conjunction with the respective Sheriff and Chiefs, help determine the level of resources required and the duration expected. As assignments are taken over by Local law enforcement or no longer necessary, reductions in the number of State law enforcement and FNG personnel are taken into consideration. Unless other assignments require support, the first agency to begin withdrawal will be the FNG followed by out-of-region sheriff deputies and police officers, then out-of-region State law enforcement.

3. Recovery

Law enforcement and security assistance from ESF 16 may continue to be required by affected Sheriff and Chiefs into the recovery phase of an incident. Typically by this time, the majority of assignments has been assumed by Local law enforcement or is no longer required. FDLE will continue to conduct assessments of all assignment requirements with the requesting agencies and will respond accordingly.

4. Mitigation

Mitigation actions, generally, are not applicable to ESF 16. Consideration is given, however, after each incident to identify problems that need to be addressed within the ESF to better enhance future emergency response.

E. DIRECTION AND CONTROL

1. Control

The BCSO is given the responsibility of lead agency for ESF 16.

2. Mission Assignments

ESF 16 agency assignments are determined by the basic responsibilities assigned to each member agency as described in this Appendix.

Assignment procedures follow established guidelines within the EOC for all ESFs. Assignments come from several sources such as directly from the County Communications Division – 911 Dispatch, EOC Message Center, Liaison Officer, other ESFs, and State Coordination Officer. All assignments are input into the EM 2000 System at the EOC, given a mission number, logged by EOC Message Center, and then given to the appropriate ESF support agency for action.

3. Rapid Impact Assessment Team (RIAT)

FDLE is the State agency representing ESF 16 on the RIAT. Once the decision is made to deploy a RIAT, the Regional Operations Center command staff covering the impacted area is contacted. Contact is next made with the EOC representatives in the County EOC where the RIAT will be deployed. The Regional Operations Center command staff from where the RIAT members will be deployed is notified of the number of members required and their reporting time and location for briefing.

Upon arrival, RIAT members coordinate with the FDLE representatives in the County EOC to initiate assessments. Afterward copies of the FDLE RIAT's Checklists are provided to the representative in the County EOC, the FDLE Special Agent Supervisor in the impacted area, the FDLE Regional Operations Center EOC covering response in the impacted area, and the FDLE coordinator in the SEOC.

4. Mutual Aid

Under the Florida Sheriff's Mobilization Plan, in the event of a disaster the Florida Sheriff's Association in Tallahassee will dispatch a representative to the SEOC upon Level II activation to coordinate with Sheriff's Offices prepared to assist in the impacted area. All Florida Sheriffs have signed a Mutual Aid agreement under Chapter 23, Florida Statutes, and the Florida Mutual Aid Agreement, which gives them authority for such response. The coordination of assignments of those responding Sheriff's Office personnel is done at the SEOC in conjunction with FDLE.

5. Mutual Aid Command Post

FDLE establishes a Mutual Aid Command Post as soon as possible in the impacted area from which ESF 16 member agencies assume tactical management of in-place and arriving State law enforcement assets to assist Local law enforcement.

6. Federal Resources

ESF 13 (Public Safety and Security) of the National Response Framework is the counterpart Federal law enforcement agency for this ESF. Requests for Federal law enforcement assistance may be made through the normal resource request protocols or under the Emergency Federal Law Enforcement Assistance Act (EFLEAA). Requests for assistance under EFLEAA will be coordinated with the Attorney General or designee prior to actual deployment.

When deployed, Federal resources may be used for force and critical infrastructure protection, security planning, technical assistance, technology support and general law enforcement assistance in both pre-incident and post-incident situations.

III. RESPONSIBILITIES

A. PRIMARY AGENCY – BAY COUNTY SHERIFF’S OFFICE (BCSO)

Lead agency responsible for overall command and coordination of ESF 16 and the deployment of County law enforcement assets to affected Local agencies, responsible for staffing the EOC and maintaining liaison with affected Chiefs and assisting State law enforcement agencies. The BCSO is responsible for collecting statistics such as man-power, arrests, and disaster-related deaths, etc. The BCSO will participate in investigations/task forces related to the disaster, as necessary, and gather intelligence. The BCSO will recommend that the Chair of the BOCC request FNG resources from the Governor, as necessary, to augment law enforcement. The BCSO will also be responsible for security at the EOC during periods of activation.

B. SUPPORT AGENCIES

1. Florida Department of Law Enforcement

Will be responsible for assisting the BCSO in staffing and coordinating fixed post assignments and conducting assessments of all assignments staffed by ESF 16. Further, provide assistance in other assignments as required.

2. Department of Highway Safety and Motor Vehicles, Division of Florida Highway Patrol

Will be responsible for assisting the BCSO with the coordination of Regional and Highway Evacuation Lane Plan (HELP), evacuations, traffic control, road status closure information, high visibility patrol, and escorts. Furthermore, the FHP will provide assistance in fixed post and other assignments as required.

3. Department of Military Affairs, Florida National Guard

- a. Will assist the BCSO in providing man-power for augmenting State and Local law enforcement on assignments to include, but not be limited to, fixed post, security patrol, assisting ESF 1 with logistical transport; helicopters, Humvees or trucks and other assignments as required. All law enforcement requests for FNG assistance must be forwarded to and approved by the FDLE.

- b. Assist the FHP during Highway Evacuation Lane Plan evacuations (e.g., contra-flow plans).
- 4. Municipal Police Departments

The Police Department's will be responsible for maintaining all Municipal law enforcement functions, assisting the BCSO in staffing and coordinating fixed post assignments, and conducting assessments of all assignments staffed by ESF 16. Further, the Department's will provide assistance in other assignments as required.

IV. FINANCIAL MANAGEMENT

The BCSO follows County-established procedures in accounting for disaster related costs. Each member agency in ESF 16 follows generally similar procedures in accounting for their costs in seeking reimbursement for their agency.

EMERGENCY SUPPORT FUNCTION 17 – ANIMAL PROTECTION

PRIMARY AGENCY: Bay County Animal Control Division

SUPPORT AGENCIES: Bay County Agricultural Extension,
Florida Department of Agriculture (DACs)
Florida Fish and Wildlife Conservation Commission (FWCC)
Lynn Haven Animal Control
Veterinary Doctors, Hospitals, Clinics, Care, and Kennel Facilities

I. INTRODUCTION

The purpose of ESF 17 is to coordinate the response of County agencies, with the assistance of State organizations, to provide all animals affected by the disaster with emergency medical care; evacuation; rescue; temporary confinement, shelter, food and water; and identification for return to the owner. The coordination may also involve diagnosis, prevention, and control of diseases of public health significance. Disposal of dead animals is also a major concern.

II. CONCEPT OF OPERATIONS

A. GENERAL

The coordination of County agencies and assisting State agencies includes tasks before, during, and after a disaster.

1. Provide emergency veterinary care for all animals, including commercial livestock, poultry, fish, and exhibition (racing) animals; zoo animals; laboratory and research animals; wildlife; and domestic pets.
2. Coordinate with ESF 15 (Volunteers and Donations) to request volunteer personnel; coordinate efforts to provide water, food, and shelter and other physical needs to animals; and store and distribute animal food and medical supplies.
3. Coordinate with ESF 14 (Public Information) to ensure that information is provided on the location of animal shelters and other animal-related matters before, during and after the disaster. Also, coordinate public education efforts, such as brochures distributed to veterinary offices. Abandonment of animals should be discouraged due the welfare of both the animals and the public. When necessary, assist with soliciting needed resources to fill shortages.
4. Coordinate efforts to rescue and capture animals including relocation before the disaster. Bay County Animal Control will identify available barns, pastures, kennels, etc., with Local agencies and volunteer organizations.
5. Coordinate with Local agencies to establish a system to register identification data in an effort to reunite animals with their owners.

6. Coordinate with ESF 8 (Health and Medical Services) for the identification, prevention and control of diseases of animals that have public health significance, including epidemiological and environmental health activities.

B. ORGANIZATION

1. ESF 17 is organized to ensure rapid response to animal care needs in the disaster area. The primary and support agencies must have a thorough and up-to-date disaster plan that has been coordinated through the Bay County Animal Control Division as the primary agency. This plan should be operational in nature and standardized whenever possible. When activated, agencies in ESF 17 will operate under the disaster plan.
2. ESF 17 focuses primarily on emergency medical care, evacuation, rescue, capture, temporary confinement, shelter, provision of food and water, identification and tracking for reunification of owners with their animals and on disposal of dead animals.
3. The primary agency for ESF 17 is the Animal Services Division. Animal Services Division personnel assigned to ESF 17 will provide daily direction. This direction is limited to operation of ESF 17, assignment of personnel to handle requests for assistance, and ensuring that requests for assistance are prioritized, met, and documented. ESF 17 establishes coordination with other appropriate ESFs and will maintain open communications with these ESFs in both the planning and operational phases.
4. Support agencies will operate under the daily leadership of Animal Services Division personnel. Support agencies will be appropriately assigned based on known capabilities and in accordance with their own operating procedures. Should a conflict arise between the primary agency and a support agency, the issue will be turned over to the Human Services Branch Director for resolution.
5. The Animal Services Division as the primary agency will provide sufficient personnel to continuously staff ESF 17 while operational or as requested by the EOC. These personnel will be supervisors, skilled professionals with subject knowledge, and operations personnel qualified to expedite decisions for the agency.
6. The primary and support agencies of ESF 17 will respond directly to the Human Services Branch Chief who reports to the Operations Section Chief.
7. In coordination with the Animal Control Division, support agencies will be encouraged to develop plans that support their ESF 17 assignments.

C. NOTIFICATION

1. Upon notification by the CWP of a potential or actual event requiring response, ESF 17 will notify all support agencies by telephone or through the communication facilities at the CWP.
2. All support groups contact persons will be instructed to alert their contacts throughout the agency to ensure all available resources are on standby.

3. Other resources inventories will be confirmed for possible use.

D. ACTIONS

1. Preparedness.
 - a. ESF 17 assists in releasing information annually on disaster planning and safety for animals through news releases or brochures.
 - b. ESF 17 will develop, maintain and regularly update lists of available animal shelters and confinement areas for the County (including shelter for exotic or zoo animals). The database will include personnel and resource information.
 - c. ESF 17 develops and maintains a database of medical and non-medical volunteers and agencies that will provide care assistance. This will include information on the type of service being offered, number of volunteers, resources available, contact person with telephone numbers, and logistical abilities of each.
2. Response.
 - a. ESF 17 will track the activities of all available animal shelter facilities and confinement areas identified before, during, and after the disaster.
 - b. ESF 17 will coordinate with ESF 5 to provide information on the location and availability of shelter space, food, and water for animals.
 - c. ESF 17 will coordinate with ESF 11 and ESF 15 regarding storage sites and staging areas for animal food and medical supplies.
 - d. ESF 17 may be called upon to serve in various areas of Field Operations (i.e., Initial Assessment Team(s), Preliminary Damage Assessment Team(s), Disaster Field Office operations, Recovery Center operations, intra-County and/or inter-County mutual aid assistance, etc.).
 - e. ESF 17 will coordinate damage assessment with ESF 3.
 - f. ESF 17 will coordinate the assignment of relief personnel and the distribution of supplies from supply areas or staging areas.
 - g. ESF 17 will coordinate the consolidation or closing of animal shelters or confinement areas, personnel, and supplies as the need diminishes.
 - h. ESF 17, with support agencies, will coordinate the animal medical services needed for animal shelter and confinement areas.
 - i. ESF 17 will coordinate with ESF 1, ESF 3, and ESF 8 for the removal and proper disposal of

animal waste and dead animals.

3. Recovery.
 - a. ESF 17 will assist support agencies for long term maintenance, placement, or disposition of animals which cannot be returned to their normal habitat or which have been separated from their owners.
 - b. Document all disaster related activities and their costs.

E. DIRECTION AND CONTROL

1. The Bay County Animal Control Division is the primary agency for ESF 17.
2. ESF 17 activities will be coordinated through the EOC. The Animal Control Division, as primary agency, will provide staff at the EOC 24 hours per day, as requested by Operations Section Chief.
3. ESF 17 will assist local humane organizations, livestock, or farming organizations or other animal industry representatives. All State and/or Federal assistance for animal care must be requested by the Animal Control Unit Leader and must be coordinated through ESF 17.

III. RESPONSIBILITIES

A. PRIMARY AGENCY – BAY COUNTY ANIMAL CONTROL DIVISION

1. Develop and maintain a roster of personnel available for 24 hours per day, 7 days per week coverage as long as the EOC is operational.
2. Assure the availability of resources for the disaster area by maintaining a database including the following:
 - a. A list of shelters and confinement areas within the County.
 - b. A list of food and water sources provided by support agencies.
 - c. A list of animal medical personnel within the County.
3. Establish a protocol for prioritizing response activities.
4. Coordinate activities with other ESFs.
5. Be prepared at all times to report status of ESF 17 disaster related activities.

B. SUPPORT AGENCIES

1. Lynn Haven Animal Control:

- a. Identify the possible locations within the Municipality for emergency animal shelters and confinement areas.
 - b. Maintain a list of permanent available shelters and confinement areas.
 - c. Maintain a list of Local sources for food and water for sheltered and confined animals.
 - d. Develop plans and agreements for the disposal of animal carcasses and wastes.
2. Bay County Agricultural Extension and DACS:

Identify and educate commercial and non-commercial animal owners on animal emergency safety and animal emergency needs for food, water, power, etc.
3. Florida Fish and Wildlife Conservation Commission:
 - a. Issue warnings and assist in the coordination of evacuation of zoo animals (including mammals, birds, and reptiles) kept in major exhibits/wildlife dealers/circus facilities as needed.
 - b. Conduct assessment of lost or escaped “exotic” animals.
 - c. Using specialized personnel and equipment coordinate recapture of potentially dangerous or hazardous exotic animals with zoos, dealers and owners.

C. RESOURCE REQUIREMENTS

1. Resources required before the disaster:
 - a. Shelters and confinement areas available at the time of evacuation so that owners can leave their animals.
 - i. Food and water
 - ii. Identification tags or collars.
 - iii. Medical supplies and possibly a source of electricity.
 - b. Personnel:
 - i. Shelter and confinement area coordinators.
 - ii. Animal-care volunteers.
2. Resources Required for Continuing Operations (Examples):

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Fence material, bedding, cages, vehicles, portable telephones, animal traps (Have-a-Heart), animal catchpoles (dog, cat), water and disinfectant for cleaning (household/bleach).

EMERGENCY SUPPORT FUNCTION 18 – BUSINESS & ECONOMIC RECOVERY

PRIMARY AGENCY: Bay County Tourist Development Council

SUPPORT AGENCIES: The Bay County Chamber of Commerce
The Greater Panama City Beaches Chamber of Commerce
The Panama City Beaches Convention & Visitors Bureau
The Panama City Downtown Improvement Board
The Bay Economic Development Alliance
Banks, Credit Unions, Other financial institutions
Realty Companies
Florida State University
Gulf Coast State College
Gulf Coast Work Force Board
Temporary Labor Agencies
Florida Unemployment Agency
Insurance Agencies
State and/or Federal Representatives Other Economic Partners

I. INTRODUCTION

The purpose of ESF 18 is to provide a central point for the economic leaders within Bay County to coordinate and collaborate a full recovery, thus restoring the communities economic viability in as brief a period as possible. This will be accomplished through information collaboration concerning the disaster impacts to the public and business community. Identifying primary activities necessary to lessen the economic impact to the community at-large and to ensure the full recovery of the community in as quick manner as possible to relieve the financial injuries to persons and property.

II. CONCEPT OF OPERATIONS

A. GENERAL

1. The primary function of ESF 18 is to coordinate the provisions of the private business, finance, insurance, and real estate related industry to ensure the economic base that forms the County and local Municipal resources to meet the needs of the impacted area.
2. Following an emergency or disaster, the primary and support agencies of ESF 18 will respond to the economic needs throughout the County. These departments, agencies, and organizations shall coordinate closely between themselves and together with the elected officials serving on the Boards of County and Municipal Commissions.
3. This group of partners shall coordinate closely together on a continuing basis to develop a consensus concerning disaster activities to include on-going planning in a pre-event blue sky day to educate the group concerning the various types of disasters that impact Bay County.

To anticipate needs created by these disasters and to develop strategies to be prepared for and to overcome these events when they become so significant as to overtake good planning. At times, the best planning will fail and resources will remain inadequate to recover in a complete and timely manner. Such instances should be recognized within the planning and additional measures identifying outside assistance and resources whereby a full recovery may still be accomplished in a timely manner against overwhelming odds. A valuable recognition of good and successful planning, partnered with excellent management skills.

B. ORGANIZATION

ESF 18 will coordinate together in a collaborative manner as necessary to make good plans that will ensure the economic recovery of their businesses, and ultimately the community at large.

C. NOTIFICATION

ESF 18 will not be activated in every disaster; however, when activated by the EOC, the following actions will occur:

1. A Representative from the lead agency will provide staff to be present in the EOC. This will allow representatives from throughout the community to coordinate the threat, implement plans, access the community(s), and affect a recovery in the shortest possible time.

D. ACTIONS

1. Preparedness
 - a. Develop, maintain, and distribute as necessary, a roster of agency contacts and support personnel.
2. Response
 - a. Inventory, update, and maintain a database of offers of services, goods, and monetary donations.
 - b. Liaison with other ESFs regarding available resources.
 - c. Maintain a daily log of activities and action plans, including scheduling staff and submitting Situation Report information to ESF 5.
3. Recovery
 - a. Initial
 - i. ESF 18 will assist in support of outreach teams to the community.
 - ii. Provide timely information to the Incident Management Team operating in the EOC, and assist with the prioritization and distribution of resources based upon needs.

4. Mitigation

ESF 18 shall be represented on the Community Redevelopment Task Force. This Task Force typically monitors long term rebuilding activities and assists in the coordination of local rebuilding, relocation, and voluntary agency assistance activities. The Task Force considers possible rule and ordinance changes that would reduce disaster-related costs through proper mitigation activities.

E. DIRECTION AND CONTROL

ESF 18 activities will be coordinated from the EOC during activation. ESF 18 will respond to message form requests approved by the EOC Message Center. Any requests that cannot be filled by items already available in the local database or through solicitations made to or by participating support agencies will be returned to the Operations Support Branch Chief for reassignment. County employees will not initiate or conduct direct solicitations for donated goods. Discussion between ESF 18 and the originating ESF will occur prior to message rerouting. Message updates will be made regarding the progress in acquiring identified needs or services.

III. RESPONSIBILITIES

A. PRIMARY AGENCY – THE BAY COUNTY TOURIST DEVELOPMENT COUNCIL

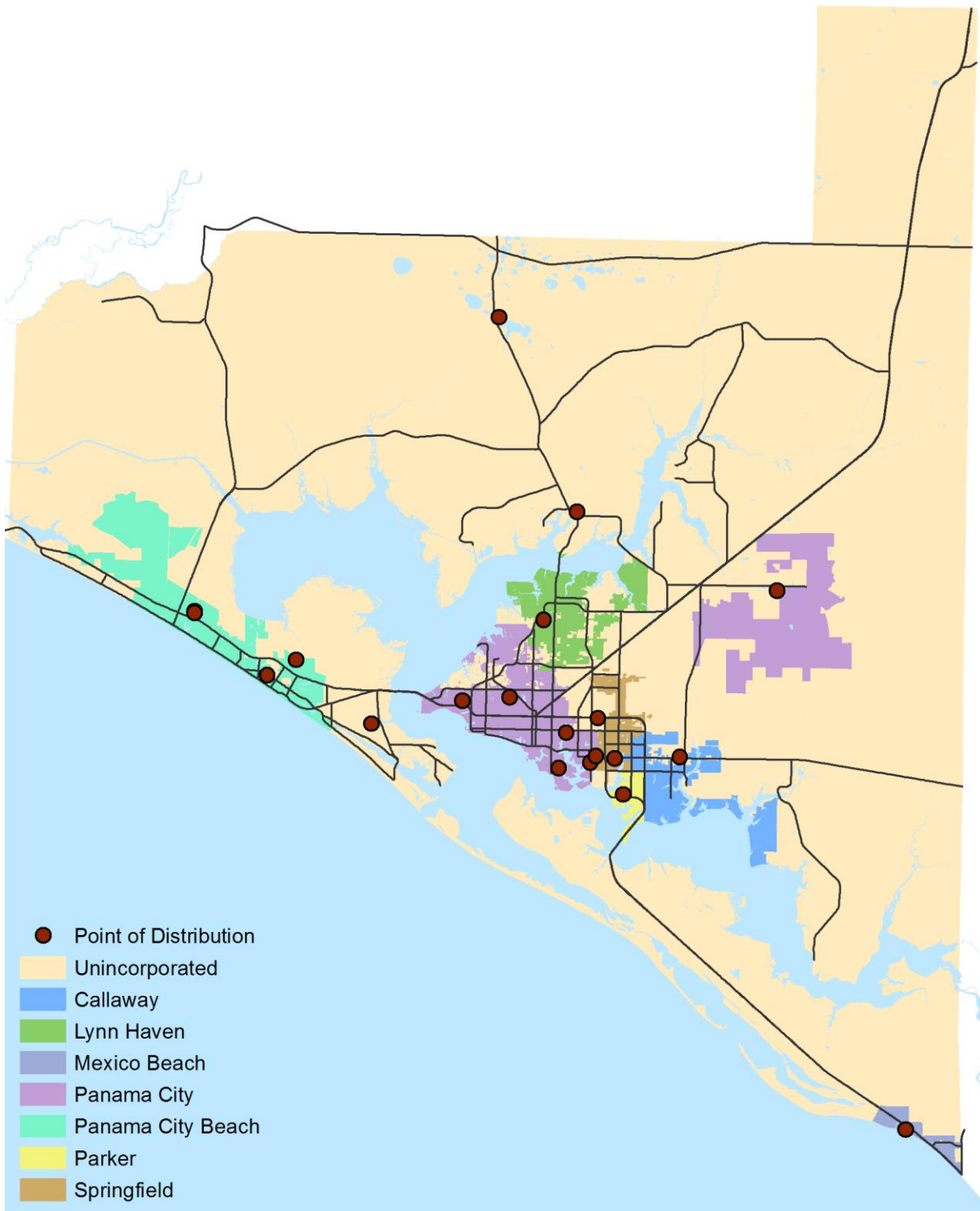
1. Will provide year round technical assistance regarding educational opportunities to the community in all four phases of emergency management to County offices of emergency management.
2. Will enter all information which is received on message forms from the EOC Message Center; enter situation report information; and ensure that a print out of these documents are distributed throughout the EOC daily.
3. Will continue operations through recovery to address the unmet needs of the impacted community.
4. Will coordinate with all other ESFs in compiling a daily needs list, which will be provided to ESF 14 for public release. This information may include pick-up points-and any specific field information useful to the public. Information for situation reports will be provided to ESF 5.
5. Will ensure appropriate recognition of individual and agency efforts is accomplished and coordinated through ESF 5.
6. Will be responsible for monitoring and updating the message log as to the status of all / each resource request generated from / to ESF 18 and other reporting responsibilities.

IV. FINANCIAL MANAGEMENT

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All ESF 18 organizations / agencies should maintain logs and journals documenting all expenses incurred in any disaster relief activities that are considered good economic methods of tracking expenditures, purchases, including but not limited to labor, equipment required to respond, and any materials ordered / expended during the recovery.

Figure 50. Points of Distribution (POD) and Disaster Recovery Center's (DRC)



BAY COUNTY, FLORIDA
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

PID	BUILDING	ADDRESS	TYPE	LATITUDE (N)	LONGITUDE (E)
1	DEANE BOZEMAN LEARNING CENTER	13410 HIGHWAY 77	TYPE II	30.39438673550	-85.68646687110
2	FRANK BROWN MEMORIAL PARK	16200 PANAMA CITY BEACH PKWY	TYPE II	30.23087248940	-85.87730324990
3	PANAMA CITY BEACH PUBLIC LIBRARY	110 S ARNOLD RD	TYPE III	30.22875459000	-85.88900926960
4	MOWAT MIDDLE SCHOOL	1903 W HIGHWAY 390	TYPE II	30.22840023880	-85.65601085600
5	JR ARNOLD HIGH SCHOOL	550 ALF COLEMAN RD	TYPE II	30.20467539220	-85.81276505520
6	NORTHSIDE ELEMENTARY SCHOOL	2001 NORTHSIDE DR	TYPE III	30.18545130990	-85.67733006920
7	LUCILLE MOORE ELEMENTARY SCHOOL	1900 MICHIGAN AV	TYPE II	30.18335047620	-85.70703959200
8	CEDAR GROVE ELEMENTARY SCHOOL	2826 E 15TH ST	TYPE II	30.17429751000	-85.62112498200
9	ROSENWALD MIDDLE SCHOOL	924 BAY AV	TYPE III	30.16614330790	-85.64088779310
10	CALLAWAY ELEMENTARY SCHOOL	7115 HIGHWAY 22	TYPE II	30.15355942430	-85.56903409740
11	MILLVILLE ELEMENTARY SCHOOL	203 N EAST AV	TYPE II	30.14990408850	-85.625556986320
12	CHERRY STREET ELEMENTARY SCHOOL	1125 CHERRY ST	TYPE III	30.14640309350	-85.64545993520
13	PARKER SPORTS COMPLEX	4721 E BUSINESS HIGHWAY 98	TYPE II	30.13257280580	-85.60467628860
14	PATRONIS ELEMENTARY SCHOOL	7400 PATRONIS DR	TYPE II	30.16994056090	-85.76439024220
15	SOUTHPORT BALL PARK	2109 BALLPARK RD	TYPE II	30.28783052270	-85.63574787670
16	SPRINGFIELD COMMUNITY CENTER	3728 E 3RD ST	TYPE II	30.15235420200	-85.61032719240
17	DAFFIN PARK	320 KRAFT AV	TYPE II	30.15424638410	-85.62142046720
18	HG HARDERS RECREATIONAL COMPLEX	7900 JOHN PITTS RD	TYPE II	30.24532910800	-85.50861188750
19	MEXICO BEACH PUBLIC PIER	119 S 37TH ST	TYPE III	29.94940608850	-85.42433854510
20	BAY COUNTY FAIRGROUNDS	2230 E 15TH ST	STAGING	30.17446397120	-85.63408115990

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Distribution Site Profile – SHORT FORM

*This form is used to maintain information on each POD. This profile is to be filled out by the
POD Coordinator.*

Date prepared: AUGUST 2017		Updated:	
Site Name: DEANE BOZEMAN LEARNING CENTER #1			
<input type="checkbox"/> COUNTY BAY			
TYPE OF SITE: <input type="checkbox"/> TYPE I <input checked="" type="checkbox"/> TYPE II <input type="checkbox"/> TYPE III			
POC Name: JOBY SMITH			
Location Address: 13410 HIGHWAY 77 PANAMA CITY FL 32409		Phone:	850-784-4000
		E-Mail	jsmith@bayCountyfl.gov
		Fax:	850-248-2261
Latitude	30.39438674	Longitude	-85.68646687
Loading docks on site? NO		How Many? N/A	
Fork Lift on Site? NO		Operator Available? NO	
Pallet Jacks on Site?		NO	
Labor to assist in the unloading on site?		NO	
Hours of Operations		7:00AM – 6:00PM	
Non Expendable equipment assigned to the site from the LSA		NO	
Personnel assigned to the site		Agency Providing personnel.	
NONE			
Special Considerations: RESTROOM FACILITIES ON SITE FOR STAFF. TRAFFIC MANAGEMENT CONSIDERATIONS WITH A TYPE II OPERATION. SEE ATTACHED MAP.			

BAY COUNTY, FLORIDA
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

Distribution Site Profile – SHORT FORM

This form is used to maintain information on each POD. This profile is to be filled out by the
POD Coordinator.

Date prepared: AUGUST 2017		Updated:	
Site Name: FRANK BROWN MEMORIAL PARK #2			
<input type="checkbox"/> COUNTY BAY			
TYPE OF SITE: <input type="checkbox"/> TYPE I X TYPE II <input type="checkbox"/> TYPE III			
POC Name: JOBY SMITH			
Location Address: 16200 PANAMA CITY BEACH PARKWAY PANAMA CITY BEACH FL 32413		Phone:	850-784-4000
		E-Mail	jsmith@bayCountyfl.gov
		Fax:	850-248-2261
Latitude	30.23087249	Longitude	-85.87730325
Loading docks on site? NO		How Many? N/A	
Fork Lift on Site? NO		Operator Available? NO	
Pallet Jacks on Site?		NO	
Labor to assist in the unloading on site?		NO	
Hours of Operations		7:00AM – 6:00PM	
Non Expendable equipment assigned to the site from the LSA		NO	
Personnel assigned to the site		Agency Providing personnel.	
NONE			
Special Considerations: RESTROOM FACILITIES ON SITE FOR STAFF. TRAFFIC MANAGEMENT CONSIDERATIONS WITH A TYPE II OPERATION. SEE ATTACHED MAP.			

BAY COUNTY, FLORIDA
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

Distribution Site Profile – SHORT FORM

*This form is used to maintain information on each POD. This profile is to be filled out by the
POD Coordinator.*

Date prepared: AUGUST 2017		Updated:	
Site Name: PANAMA CITY BEACH PUBLIC LIBRARY # 3			
<input type="checkbox"/> COUNTY BAY			
TYPE OF SITE: <input type="checkbox"/> TYPE I X TYPE II <input checked="" type="checkbox"/> TYPE III			
POC Name: JOBY SMITH			
Location Address: 12500 HUTCHINSON BLVD PANAMA CITY BEACH FL 32407		Phone:	850-784-4000
		E-Mail	jsmith@bayCountyfl.gov
		Fax:	850-248-2261
Latitude	30.23087249	Longitude	-85.87730325
Loading docks on site? NO		How Many? N/A	
Fork Lift on Site? NO		Operator Available? NO	
Pallet Jacks on Site?		NO	
Labor to assist in the unloading on site?		NO	
Hours of Operations		7:00AM – 6:00PM	
Non Expendable equipment assigned to the site from the LSA		NO	
Personnel assigned to the site		Agency Providing personnel.	
NONE			
Special Considerations: RESTROOM FACILITIES ON SITE FOR STAFF. TRAFFIC MANAGEMENT CONSIDERATIONS WITH A TYPE II OPERATION.			

BAY COUNTY, FLORIDA
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

Distribution Site Profile – SHORT FORM

*This form is used to maintain information on each POD. This profile is to be filled out by the
POD Coordinator.*

Date prepared: AUGUST 2017		Updated:	
Site Name: MOWAT MIDDLE SCHOOL # 4			
<input type="checkbox"/> COUNTY BAY			
TYPE OF SITE: <input type="checkbox"/> TYPE I X TYPE II <input type="checkbox"/> TYPE III			
POC Name: JOBY SMITH			
Location Address: 1903 WEST HWY 390 LYNN HAVEN FL 32404		Phone:	850-784-4000
		E-Mail	jsmith@bayCountyfl.gov
		Fax:	850-248-2261
Latitude	30.23840024	Longitude	-85.65601086
Loading docks on site? NO		How Many? N/A	
Fork Lift on Site? NO		Operator Available? NO	
Pallet Jacks on Site?		NO	
Labor to assist in the unloading on site?		NO	
Hours of Operations		7:00AM – 6:00PM	
Non Expendable equipment assigned to the site from the LSA		NO	
Personnel assigned to the site		Agency Providing personnel.	
NONE			
Special Considerations: RESTROOM FACILITIES ON SITE FOR STAFF. TRAFFIC MANAGEMENT CONSIDERATIONS WITH A TYPE II OPERATION.			

BAY COUNTY, FLORIDA
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

Distribution Site Profile – SHORT FORM

*This form is used to maintain information on each POD. This profile is to be filled out by the
POD Coordinator.*

Date prepared: AUGUST 2017		Updated:	
Site Name: JR. ARNOLD HIGH SCHOOL # 5			
<input type="checkbox"/> COUNTY BAY			
TYPE OF SITE: <input type="checkbox"/> TYPE I X TYPE II <input type="checkbox"/> TYPE III			
POC Name: JOBY SMITH			
Location Address: 550 ALF COLEMAN RD PANAMA CITY BEACH FL 32408		Phone:	850-784-4000
		E-Mail	jsmith@bayCountyfl.gov
		Fax:	850-248-2261
Latitude	30.20467539	Longitude	-85.81276506
Loading docks on site? NO		How Many? N/A	
Fork Lift on Site? NO		Operator Available? NO	
Pallet Jacks on Site?		NO	
Labor to assist in the unloading on site?		NO	
Hours of Operations		7:00AM – 6:00PM	
Non Expendable equipment assigned to the site from the LSA		NO	
Personnel assigned to the site		Agency Providing personnel.	
NONE			
Special Considerations: RESTROOM FACILITIES ON SITE FOR STAFF. TRAFFIC MANAGEMENT CONSIDERATIONS WITH A TYPE II OPERATION.			

BAY COUNTY, FLORIDA
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

Distribution Site Profile – SHORT FORM

*This form is used to maintain information on each POD. This profile is to be filled out by the
POD Coordinator.*

Date prepared: AUGUST 2017		Updated:	
Site Name: NORTHSIDE ELEMENTARY SCHOOL # 6			
<input type="checkbox"/> COUNTY BAY			
TYPE OF SITE: <input type="checkbox"/> TYPE I <input checked="" type="checkbox"/> TYPE II <input type="checkbox"/> TYPE III			
POC Name: JOBY SMITH			
Location Address: 2001 NORTHSIDE DR PANAMA CITY FL 32405		Phone:	850-784-4000
		E-Mail	jsmith@bayCountyfl.gov
		Fax:	850-248-2261
Latitude	30.1854131	Longitude	-85.67733007
Loading docks on site? NO		How Many? N/A	
Fork Lift on Site? NO		Operator Available? NO	
Pallet Jacks on Site?		NO	
Labor to assist in the unloading on site?		NO	
Hours of Operations		7:00AM – 6:00PM	
Non Expendable equipment assigned to the site from the LSA		NO	
Personnel assigned to the site		Agency Providing personnel.	
NONE			
Special Considerations: RESTROOM FACILITIES ON SITE FOR STAFF. TRAFFIC MANAGEMENT CONSIDERATIONS WITH A TYPE II OPERATION.			

BAY COUNTY, FLORIDA
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

Distribution Site Profile – SHORT FORM

*This form is used to maintain information on each POD. This profile is to be filled out by the
POD Coordinator.*

Date prepared: AUGUST 2017		Updated:	
Site Name: LUCILLE MOORE ELEMENTARY SCHOOL # 7			
<input type="checkbox"/> COUNTY BAY			
TYPE OF SITE: <input type="checkbox"/> TYPE I X TYPE II <input type="checkbox"/> TYPE III			
POC Name: JOBY SMITH			
Location Address: 1900 MICHIGAN AVE PANAMA CITY FL 32405		Phone:	850-784-4000
		E-Mail	jsmith@bayCountyfl.gov
		Fax:	850-248-2261
Latitude	30.18335048	Longitude	-85.70703959
Loading docks on site? NO		How Many? N/A	
Fork Lift on Site? NO		Operator Available? NO	
Pallet Jacks on Site?		NO	
Labor to assist in the unloading on site?		NO	
Hours of Operations		7:00AM – 6:00PM	
Non Expendable equipment assigned to the site from the LSA		NO	
Personnel assigned to the site		Agency Providing personnel.	
NONE			
Special Considerations: RESTROOM FACILITIES ON SITE FOR STAFF. TRAFFIC MANAGEMENT CONSIDERATIONS WITH A TYPE II OPERATION.			

BAY COUNTY, FLORIDA
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

Distribution Site Profile – SHORT FORM

*This form is used to maintain information on each POD. This profile is to be filled out by the
POD Coordinator.*

Date prepared: AUGUST 2017		Updated:	
Site Name: CEDAR GROVE ELEMENTARY SCHOOL # 8			
<input type="checkbox"/> COUNTY BAY			
TYPE OF SITE: <input type="checkbox"/> TYPE I X TYPE II <input type="checkbox"/> TYPE III			
POC Name: JOBY SMITH			
Location Address: 2826 EAST 15 TH STREET PANAMA CITY FL 32404		Phone:	850-784-4000
		E-Mail	jsmith@bayCountyfl.gov
		Fax:	850-248-2261
Latitude	30.17429751	Longitude	-85.62112498
Loading docks on site? NO		How Many? N/A	
Fork Lift on Site? NO		Operator Available? NO	
Pallet Jacks on Site?		NO	
Labor to assist in the unloading on site?		NO	
Hours of Operations		7:00AM – 6:00PM	
Non Expendable equipment assigned to the site from the LSA		NO	
Personnel assigned to the site		Agency Providing personnel.	
NONE			
Special Considerations: RESTROOM FACILITIES ON SITE FOR STAFF. TRAFFIC MANAGEMENT CONSIDERATIONS WITH A TYPE II OPERATION.			

BAY COUNTY, FLORIDA
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

Distribution Site Profile – SHORT FORM

*This form is used to maintain information on each POD. This profile is to be filled out by the
POD Coordinator.*

Date prepared: AUGUST 2017		Updated:	
Site Name: ROSENWALD MIDDLE SCHOOL # 9			
<input type="checkbox"/> COUNTY BAY			
TYPE OF SITE: <input type="checkbox"/> TYPE I TYPE II X TYPE III			
POC Name: JOBY SMITH			
Location Address: 924 BAY AVENUE PANAMA CITY FL 32401		Phone:	850-784-4000
		E-Mail	jsmith@bayCountyfl.gov
		Fax:	850-248-2261
Latitude	30.16614331	Longitude	-85.664088779
Loading docks on site? NO		How Many? N/A	
Fork Lift on Site? NO		Operator Available? NO	
Pallet Jacks on Site?		NO	
Labor to assist in the unloading on site?		NO	
Hours of Operations		7:00AM – 6:00PM	
Non Expendable equipment assigned to the site from the LSA		NO	
Personnel assigned to the site		Agency Providing personnel.	
NONE			
Special Considerations: RESTROOM FACILITIES ON SITE FOR STAFF. TRAFFIC MANAGEMENT CONSIDERATIONS WITH A TYPE II OPERATION.			

BAY COUNTY, FLORIDA
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

Distribution Site Profile – SHORT FORM

*This form is used to maintain information on each POD. This profile is to be filled out by the
POD Coordinator.*

Date prepared: AUGUST 2017		Updated:	
Site Name: CALLAWAY ELEMENTARY SCHOOL # 10			
<input type="checkbox"/> COUNTY BAY			
TYPE OF SITE: <input type="checkbox"/> TYPE I <input checked="" type="checkbox"/> TYPE II <input type="checkbox"/> TYPE III			
POC Name: JOBY SMITH			
Location Address: 7115 HIGHWAY 22 CALLAWAY FL 32404		Phone:	850-784-4000
		E-Mail	jsmith@bayCountyfl.gov
		Fax:	850-248-2261
Latitude	30.15355942	Longitude	-85.56903410
Loading docks on site? NO		How Many? N/A	
Fork Lift on Site? NO		Operator Available? NO	
Pallet Jacks on Site?		NO	
Labor to assist in the unloading on site?		NO	
Hours of Operations		7:00AM – 6:00PM	
Non Expendable equipment assigned to the site from the LSA		NO	
Personnel assigned to the site		Agency Providing personnel.	
NONE			
Special Considerations: RESTROOM FACILITIES ON SITE FOR STAFF. TRAFFIC MANAGEMENT CONSIDERATIONS WITH A TYPE II OPERATION.			

BAY COUNTY, FLORIDA
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

Distribution Site Profile – SHORT FORM

*This form is used to maintain information on each POD. This profile is to be filled out by the
POD Coordinator.*

Date prepared: AUGUST 2017		Updated:	
Site Name: MILLVILLE ELEMENTARY SCHOOL # 11			
<input type="checkbox"/> COUNTY BAY			
TYPE OF SITE: <input type="checkbox"/> TYPE I <input checked="" type="checkbox"/> TYPE II <input type="checkbox"/> TYPE III			
POC Name: JOBY SMITH			
Location Address: 203 N. EAST AVENUE PANAMA CITY FL 32401		Phone:	850-784-4000
		E-Mail	jsmith@bayCountyfl.gov
		Fax:	850-248-2261
Latitude	30.14990409	Longitude	-85.64545994
Loading docks on site? NO		How Many? N/A	
Fork Lift on Site? NO		Operator Available? NO	
Pallet Jacks on Site?		NO	
Labor to assist in the unloading on site?		NO	
Hours of Operations		7:00AM – 6:00PM	
Non Expendable equipment assigned to the site from the LSA		NO	
Personnel assigned to the site		Agency Providing personnel.	
NONE			
Special Considerations: RESTROOM FACILITIES ON SITE FOR STAFF. TRAFFIC MANAGEMENT CONSIDERATIONS WITH A TYPE II OPERATION.			

BAY COUNTY, FLORIDA
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

Distribution Site Profile – SHORT FORM

*This form is used to maintain information on each POD. This profile is to be filled out by the
POD Coordinator.*

Date prepared: AUGUST 2017		Updated:	
Site Name: CHERRY ELEMENTARY SCHOOL # 12			
<input type="checkbox"/> COUNTY BAY			
TYPE OF SITE: <input type="checkbox"/> TYPE I TYPE II X TYPE III			
POC Name: JOBY SMITH			
Location Address: 1125 CHERRY STREET PANAMA CITY FL 32401		Phone:	850-784-4000
		E-Mail	jsmith@bayCountyfl.gov
		Fax:	850-248-2261
Latitude	30.14640309	Longitude	-85.64545994
Loading docks on site? NO		How Many? N/A	
Fork Lift on Site? NO		Operator Available? NO	
Pallet Jacks on Site?		NO	
Labor to assist in the unloading on site?		NO	
Hours of Operations		7:00AM – 6:00PM	
Non Expendable equipment assigned to the site from the LSA		NO	
Personnel assigned to the site		Agency Providing personnel.	
NONE			
Special Considerations: RESTROOM FACILITIES ON SITE FOR STAFF. TRAFFIC MANAGEMENT CONSIDERATIONS WITH A TYPE II OPERATION.			

BAY COUNTY, FLORIDA
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

Distribution Site Profile – SHORT FORM

*This form is used to maintain information on each POD. This profile is to be filled out by the
POD Coordinator.*

Date prepared: AUGUST 2017		Updated:	
Site Name: PARKER SPORTS COMPLEX # 13			
<input type="checkbox"/> COUNTY BAY			
TYPE OF SITE: <input type="checkbox"/> TYPE I <input checked="" type="checkbox"/> TYPE II <input type="checkbox"/> TYPE III			
POC Name: JOBY SMITH			
Location Address: 4721 EAST BUSINESS HWY 98 PARKER FL 32404		Phone:	850-784-4000
		E-Mail	jsmith@bayCountyfl.gov
		Fax:	850-248-2261
Latitude	30.13257281	Longitude	-85.60467629
Loading docks on site? NO		How Many? N/A	
Fork Lift on Site? NO		Operator Available? NO	
Pallet Jacks on Site?		NO	
Labor to assist in the unloading on site?		NO	
Hours of Operations		7:00AM – 6:00PM	
Non Expendable equipment assigned to the site from the LSA		NO	
Personnel assigned to the site		Agency Providing personnel.	
NONE			
Special Considerations: RESTROOM FACILITIES ON SITE FOR STAFF. TRAFFIC MANAGEMENT CONSIDERATIONS WITH A TYPE II OPERATION.			

BAY COUNTY, FLORIDA
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

Distribution Site Profile – SHORT FORM

*This form is used to maintain information on each POD. This profile is to be filled out by the
POD Coordinator.*

Date prepared: AUGUST 2017		Updated:	
Site Name: PATRONIS ELEMENTARY # 14			
<input type="checkbox"/> COUNTY BAY			
TYPE OF SITE: <input type="checkbox"/> TYPE I X TYPE II TYPE III			
POC Name: JOBY SMITH			
Location Address: 7400 PATRONIS DRIVE PANAMA CITY BEACH FL 32408		Phone:	850-784-4000
		E-Mail	jsmith@bayCountyfl.gov
		Fax:	850-248-2261
Latitude	30.16994056	Longitude	-85.76439024
Loading docks on site? NO		How Many? N/A	
Fork Lift on Site? NO		Operator Available? NO	
Pallet Jacks on Site?		NO	
Labor to assist in the unloading on site?		NO	
Hours of Operations		7:00AM – 6:00PM	
Non Expendable equipment assigned to the site from the LSA		NO	
Personnel assigned to the site		Agency Providing personnel.	
NONE			
Special Considerations: RESTROOM FACILITIES ON SITE FOR STAFF. TRAFFIC MANAGEMENT CONSIDERATIONS WITH A TYPE II OPERATION.			

BAY COUNTY, FLORIDA
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

Distribution Site Profile – SHORT FORM

*This form is used to maintain information on each POD. This profile is to be filled out by the
POD Coordinator.*

Date prepared: AUGUST 2017		Updated:	
Site Name: SOUTHPORT BALL PARK # 15			
<input type="checkbox"/> COUNTY BAY			
TYPE OF SITE: <input type="checkbox"/> TYPE I X TYPE II TYPE III			
POC Name: JOBY SMITH			
Location Address: 2109 BALLPARK ROAD SOUTHPORT FL 32409		Phone:	850-784-4000
		E-Mail	jsmith@bayCountyfl.gov
		Fax:	850-248-2261
Latitude	30.28783052	Longitude	-85.63574788
Loading docks on site? NO		How Many? N/A	
Fork Lift on Site? NO		Operator Available? NO	
Pallet Jacks on Site?		NO	
Labor to assist in the unloading on site?		NO	
Hours of Operations		7:00AM – 6:00PM	
Non Expendable equipment assigned to the site from the LSA		NO	
Personnel assigned to the site		Agency Providing personnel.	
NONE			
Special Considerations: RESTROOM FACILITIES ON SITE FOR STAFF. TRAFFIC MANAGEMENT CONSIDERATIONS WITH A TYPE II OPERATION.			

BAY COUNTY, FLORIDA
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

Distribution Site Profile – SHORT FORM

*This form is used to maintain information on each POD. This profile is to be filled out by the
POD Coordinator.*

Date prepared: AUGUST 2017		Updated:	
Site Name: SPRINGFIELD COMMUNITY CENTER # 16			
<input type="checkbox"/> COUNTY BAY			
TYPE OF SITE: <input type="checkbox"/> TYPE I <input checked="" type="checkbox"/> TYPE II <input type="checkbox"/> TYPE III			
POC Name: JOBY SMITH			
Location Address: 3728 E. 3 RD STREET SPRINGFIELD FL 32401		Phone:	850-784-4000
		E-Mail	jsmith@bayCountyfl.gov
		Fax:	850-248-2261
Latitude	30.523542020	Longitude	-85.6103271924
Loading docks on site? NO		How Many? N/A	
Fork Lift on Site? NO		Operator Available? NO	
Pallet Jacks on Site?		NO	
Labor to assist in the unloading on site?		NO	
Hours of Operations		7:00AM – 6:00PM	
Non Expendable equipment assigned to the site from the LSA		NO	
Personnel assigned to the site		Agency Providing personnel.	
NONE			
Special Considerations: RESTROOM FACILITIES ON SITE FOR STAFF. TRAFFIC MANAGEMENT CONSIDERATIONS WITH A TYPE II OPERATION.			

BAY COUNTY, FLORIDA
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

Distribution Site Profile – SHORT FORM

*This form is used to maintain information on each POD. This profile is to be filled out by the
POD Coordinator.*

Date prepared: AUGUST 2017		Updated:	
Site Name: DAFFIN PARK # 17			
<input type="checkbox"/> COUNTY BAY			
TYPE OF SITE: <input type="checkbox"/> TYPE I X TYPE II TYPE III			
POC Name: JOBY SMITH			
Location Address: 320 NORTH KRAFT AVE PANAMA CITY FL 32401		Phone:	850-784-4000
		E-Mail	jsmith@bayCountyfl.gov
		Fax:	850-248-2261
Latitude	30.15424638	Longitude	-85.62142047
Loading docks on site? NO		How Many? N/A	
Fork Lift on Site? NO		Operator Available? NO	
Pallet Jacks on Site?		NO	
Labor to assist in the unloading on site?		NO	
Hours of Operations		7:00AM – 6:00PM	
Non Expendable equipment assigned to the site from the LSA		NO	
Personnel assigned to the site		Agency Providing personnel.	
NONE			
Special Considerations: RESTROOM FACILITIES ON SITE FOR STAFF. TRAFFIC MANAGEMENT CONSIDERATIONS WITH A TYPE II OPERATION.			

BAY COUNTY, FLORIDA
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

Distribution Site Profile – SHORT FORM

*This form is used to maintain information on each POD. This profile is to be filled out by the
POD Coordinator.*

Date prepared: AUGUST 2017		Updated:	
Site Name: H.G.HARDERS RECREATIONAL COMPLEX # 18			
<input type="checkbox"/> COUNTY BAY			
TYPE OF SITE: <input type="checkbox"/> TYPE I <input checked="" type="checkbox"/> TYPE II <input type="checkbox"/> TYPE III			
POC Name: JOBY SMITH			
Location Address: 7900 JOHN PITTS RD PANAMA CITY FL 32404		Phone:	850-784-4000
		E-Mail	jsmith@bayCountyfl.gov
		Fax:	850-248-2261
Latitude	30.2453291080	Longitude	-85.5086118875
Loading docks on site? NO		How Many? N/A	
Fork Lift on Site? NO		Operator Available? NO	
Pallet Jacks on Site?		NO	
Labor to assist in the unloading on site?		NO	
Hours of Operations		7:00AM – 6:00PM	
Non Expendable equipment assigned to the site from the LSA		NO	
Personnel assigned to the site		Agency Providing personnel.	
NONE			
Special Considerations: RESTROOM FACILITIES ON SITE FOR STAFF. TRAFFIC MANAGEMENT CONSIDERATIONS WITH A TYPE II OPERATION.			

BAY COUNTY, FLORIDA
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

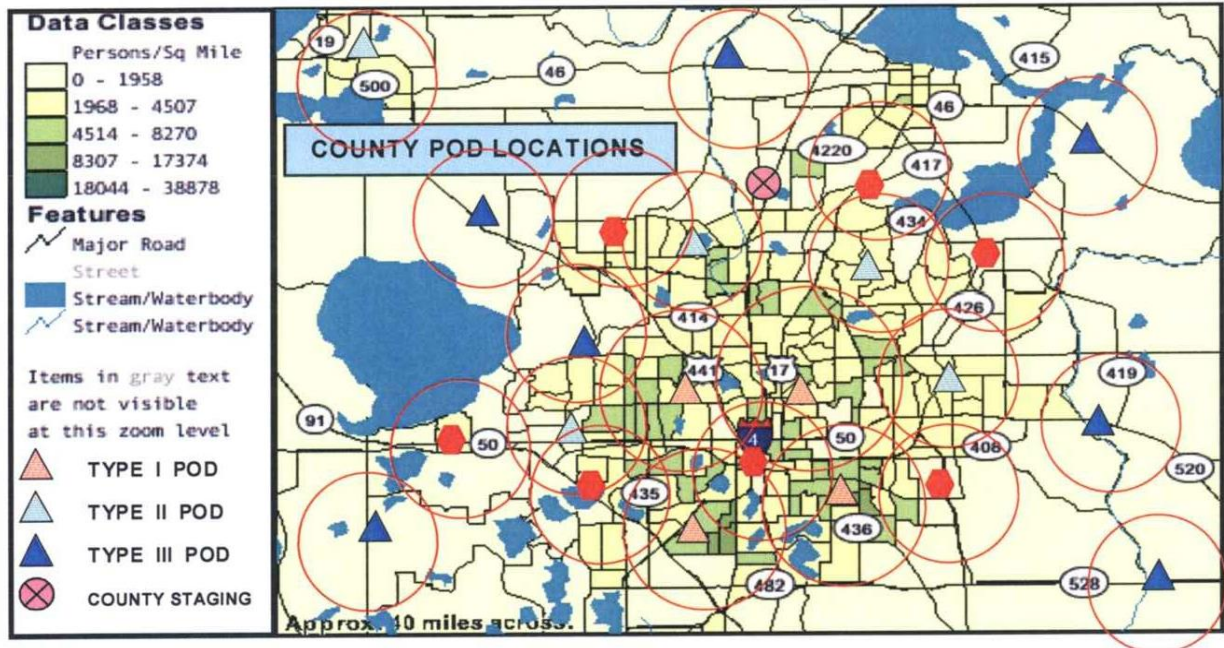
Distribution Site Profile – SHORT FORM

*This form is used to maintain information on each POD. This profile is to be filled out by the
POD Coordinator.*

Date prepared: AUGUST 2017		Updated:	
Site Name: MEXICO BEACH PUBLIC PIER # 19			
<input type="checkbox"/> COUNTY BAY			
TYPE OF SITE: <input type="checkbox"/> TYPE I TYPE II X TYPE III			
POC Name: JOBY SMITH			
Location Address: 119 S. 37 TH STREET MEXICO BEACH FL 32456		Phone:	850-784-4000
		E-Mail	jsmith@bayCountyfl.gov
		Fax:	850-248-2261
Latitude	29.9494060885	Longitude	-85.4243385451
Loading docks on site? NO		How Many? N/A	
Fork Lift on Site? NO		Operator Available? NO	
Pallet Jacks on Site?		NO	
Labor to assist in the unloading on site?		NO	
Hours of Operations		7:00AM – 6:00PM	
Non Expendable equipment assigned to the site from the LSA		NO	
Personnel assigned to the site		Agency Providing personnel.	
NONE			
Special Considerations: RESTROOM FACILITIES ON SITE FOR STAFF. TRAFFIC MANAGEMENT CONSIDERATIONS WITH A TYPE II OPERATION.			

FIELD LOGISTICS SITE DISTRIBUTION

Figure 2 shows the placement and distribution of one CSA and multiple PODs of various sizes throughout the impacted area; population density is based on Census data obtained from <http://www.census.gov/census2004/states/fl.html>



RETAIL STORE

Logistics Support Site Planning Map

County Points of Distribution:

Points of Distribution (POD) s will be used by the county, for the purpose of receiving and distributing bulk emergency relief supplies. Two types of PODS exist in the State of Florida.

1. The first are PODS established post event for the purpose of distributing life sustaining commodities such as water, ice, food and tarps and other bulk resources within the first 24-96 hours after an event.
2. The second POD are those established under the States Strategic National Stockpile (SNS) Program for purposes of distributing pharmaceuticals, antidotes and prophylactic medications in the event of a pandemic, biological or chemical attack. Details for this program reside with the State Department of Health, county Health Departments, and County Emergency Management offices.

The number of PODs required and their locations will be based upon distribution models and projections defined by each county supported by this and other pertinent documents, e.g. U.S. Census Data (See Figure 2).

The purpose of a POD is for counties to establish initial points where the general public will obtain life sustaining emergency relief supplies until such time as power is restored, and traditional facilities such as retail establishments reopen, Comfort Stations, fixed and mobile feeding sites and routes, and relief social service programs are in place.

Note that Comfort Stations and the like are NOT to be collocated with Distribution Sites, in that traffic must be kept moving through these sites. Comfort Stations meet different needs, and may be established as required in a community several days later.

PLACEMENT OF PODS IN A COMMUNITY:

The placement of PODS in a community must be a well thought out process. Since 2004, many major supermarket and home improvement chains have made a corporate commitment to have their stores open within the first 24-hours after an event. Most have, or are in the process of, installing emergency generators at their stores in order to reopen as soon as possible.

As such, it is counterproductive to place a POD across the street from an open Wal-Mart, Publix, and Winn Dixie etc. that has water, food, and ice available for sale. The objective of the State is to ensure that resources are “available” to a community. This does not mean it has to be FREE, just available. The same goes for distributing tarps in front of a Home Depot or Lowes.

Counties should focus on placing PODS in outlying areas where these types of stores are not located in order to insure that resources are available in those areas. FDEM is in the process of geocoding the locations of major chains in the State, and will send this information to each County as a planning tool, but in the interim, Counties should meet with the store managers of these major chains to determine each stores re-opening policy. *FDEM has requested that corporate offices of major chains to collaborate with each County EM Office for this purpose so do not be surprised if you get calls on this matter.*

The Florida Retail Federation will now have a representative in the State EOC for purposes of liaison with each major retailer during disaster event. They will provide updates on the current status of recovery efforts, as well as assist emergency management in identifying open retailers in each impact area. FDEM will also post a new web page on www.FloridaDisaster.org that will show the status of open retail stores so that counties and disaster clients can see where they may purchase essential commodities. We will also have a secure web page for the retailers where they can access critical response and recovery information, information on curfews, weight and size waivers for their resupply trucks and other information.

In the event that a pre-designated commercial facility such as a supermarket has sustained significant damage, and cannot reopen, a POD can be placed post event to support that regional area.

PODS MUST BE PRE IDENTIFIED BY THE COUNTY AND THE LIST PROVIDED TO THE STATE LOGISTICS SECTION BY 1 JUNE EACH YEAR.

The final selection of which PODs will be opened for a specific event must be provided by the County to the State EOC Logistics Section no later than 96-hours PRIOR to hurricane landfall. Post landfall, identified sites will be inspected by FLNG personnel assigned to the POD and adjustments made in coordination with the County EOC in the event the site cannot be used due to debris, flooding, road impediments or other factors.

Once PODs are open, they MUST remain open for the first 72-hours due to the level of resources, personnel, and equipment that must be allocated and deployed in support of PODs. After 72-hours, POD locations can be jointly evaluated and moved, closed or new PODs established in the County. PODs take at least 24-hours to change or establish, so all location changes must have at least 36-hours advance notice.

POD Site Assessment:

County PODs are critical to the success of providing immediate relief to affected citizens; therefore, the strategic placement of PODs around the County must consider several factors.

First, population base; each site must serve the resident community in which it is located. Referring to the three POD site plans on the following pages, a County may require one or more Type I POD's in a densely populated area, while Type II and Type III sites would serve outlying areas and special communities. Each POD has a projected Area of Responsibility (AOR). Counties should refer to their census tract and dot-density maps to determine population bases, then match the POD Types accordingly. More than one Type I site may be required in a given community due to the second factor.

Second, geography and travel distance. In "Blue Sky" planning meetings, a distance of 5—10 miles may not seem like a great distance, but in a post disaster event, it may be impossible to travel these distances due to debris, blocked traffic routes, flooding, damaged bridges or other impediments that would restrict the public from accessing a site. For this reason, multiple PODS' of varying Type sizes, should be planned for based on known flood plains, bridges, canopy roads, and other factors. Sites should be placed on major roads that allow four lanes where possible since at least 1 lane must be dedicated for POD traffic in each direction.

Third, remote, and special communities. One cannot assume that the public will travel far from their homes to access resources. For this reason, Type III POD's should be planned for in small communities, large sub-division development tracks, migrant worker camps, Indian reservations, low income areas, and barrier islands. Comfort Stations and feeding kitchens are NEVER collocated with PODS, so that traffic may flow at maximum throughput.

Mobile Distribution:

Counties should also plan for mixed load mobile distribution to isolated farms and small plantations, nursing homes, adult living facilities, the homebound and elderly, trailer and mobile home parks, special facilities such as prisons, work camps, and isolated marinas that have fewer than 100 people. Agencies such as the ARC and Salvation Army may have the ability to conduct limited mobile distribution to these areas while conducting feeding operations, but each County must address how they will conduct mobile operations in advance based on their demographics.

Opening PODS:

Depending upon the event and impact, not all PODs pre-designated by a County will require opening. The County MUST inform the State EOC at least 48 hours prior, of which PODs they intend to open. This requirement is due to the time it takes to assign personnel, equipment, and trucks of resources to each location. After the event, additional PODs can be opened depending upon local requirements.

It is the “objective”, not guarantee, that the State will be able to have designated PODs open within 24-hours of the event. Counties should NOT advertise the opening time and locations of PODs in advance. Once on-site, teams may find that a POD is not usable due to debris, flooding, or damage on site. Timing cannot be assured due to access into areas, fuel availability, shortage of trucks and other unforeseeable situations post event.

Note that some PODs may need to open without the availability of material handling equipment in the first 24-hours. There is limited access to “roll-back” trucks, which are used to spot drop forklifts, light towers, pallet jacks, and related equipment. These are deployed from State LSA’s in waves. As such, personnel on the ground may need to hand unload their first shipments of trucks until MHE arrives on-site.

Site Operations:

Once sites are established, they must remain open, stay in place and not moved or closed on Day-1. When this occurs, it poses numerous problems, both for the public trying to locate resources, as well as workers and truck drivers delivering products. All PODs should be allowed to operate for the initial 72-hour period, and then assessed to determine if they should be closed or relocated. Note that it takes 24-36 hours to move a POD from one location to another due to the movement of personnel, equipment, and resources. POD relocations cannot occur overnight.

Hours of Operation:

POD's operate only during daylight hours for security and safety reasons. Once PODs are in full operations, deliveries to resupply POD's will be made during the evening, and staged for morning distribution. Daytime deliveries will only be made in emergency situations, because this will stop all distribution operations while trucks arrive and are off-loaded.

Commodity Distribution:

The State will push resources based on established projection models for the first three days based on **EMERGENCY NEEDS** not wants or perceived entitlements. By day three, each site will have an established “burn rate” of the quantities being distributed. Par levels will be established for each site, and future quantities will be direct shipped to each site. The State will use the current Commodity Resource Model developed by the FDEM Logistics Section. Note that the State of Florida models supersede the US Army Corps of Engineer Models since Florida addresses unique factors not represented in the USACoE national model.

Commodities distributed during the first 72-hours shall be as indicated below. Once a steady flow of resources is available, the quantities of commodities handed out at PODs may be increased.

FDEM will push water, (and ice depending upon availability) directly to the County POD (or CSA as prescribed earlier in this document) within the first 24-hours post event, OR within 24-hours of when gale force winds clear the regional area in hurricane events. Ice and food may also be pushed based on the **EMERGENCY NEEDS** of the event and community. Once again, commodities will **NOT** be shipped into areas where retail stores are open, even under emergency power, and selling water and food.

Distribution:

Personnel working in PODS must limit the quantity of commodities distributed to each family in the first 72-hour period due the limitation of resources. It is not uncommon for the State Logistics Section to push out 100% of available resources on day-1 with no back up until additional commodities arrive later in the evening. As such, we cannot permit PODs to over distribute early and run out later in the day.

Personnel must be instructed not to “fill the trunk” with commodities until a strong pipeline can be assured. County EOC’s will be advised when full distribution can commence at PODs.

Initial distribution must be limited to the following in the first 72-hour period of operations:

- Gallon of water per person, per day (4 Liters)
- 8 pounds of ice per person, per day (1 Bag)
- 2 Emergency Food Rations (MRE’s, Shelf-Stable Meal or equivalent) per person, per day (if available and required)
- 20’ X 25’ Tarp (if available)

Throughput of Commodities:

On average, the follow are the calculated distribution model for each commodity.

- truck of water (4,750 gal) = 1,500 vehicles*
 - truck of ice (42,249 lbs.) = 1,666 vehicles*
 - truck of MRE’s (20,976 ea.) = 3,624 vehicles*
 - truck of tarps (4,400 ea.) = 4,400 vehicles*
- *Vehicles represent 3.17 persons per household according to U.S. Census data.*

The initial push of EMERGENCY NEED resources by the State for:

Day 1 will include:

10-20 FLNG soldiers

WATER

ICE (if available and needed)

One* forklift

One* pallet Jack

One* light tower for night security and truck offloading

One SanPac* (portable toilets, hand wash station and dumpster)

**Quantity based on POD Type I, II, III and may be delayed due to debris, lack of fuel or trucking or personnel in the first 24-hours. PODs may still open without these resources on site.*

Day 2 will include:

- Ice (if available and required in select areas)
- Emergency Food rations (if available and required in select areas)

Day 2/3 will include:

- State purchased Emergency Food Rations (commercial, not MRE's)
- Two each, 10' X 20' Portable sun shades
- Tables and chairs
- Fan (Power generated by light tower)

NOTE: MRE's and grommet tarps if available through the Federal system are not available to a State until a Presidential Declaration in place, and MRE's are released from regional warehouses.

RESOURCE PLANNING:

Staffing:

Counties are responsible for the staffing, security and management of PODs.

The State will provide minimum staffing (10-20 personnel) for up to the first 72 hours, typically through the FNG, to open the site, establish initial management and begin distribution if the need has been pre identified in their County Logistics Plan.

Counties must provide on-site, full time security and traffic control from the time of opening through closure at PODs. FNG personnel are **NOT AUTHORIZED** to provide security at PODs since they are assigned a Logistics Support Mission versus a security mission. All security missions can only be assigned at the State EOC by ESF-16, and FNG on site **DO NOT** have the authority to assume security missions on their own.

If FNG personnel are assigned to Counties, Counties must begin to augment this initial staffing as soon as possible, and then assume overall management and work force from 72-hours on. County sources of staffing may come from volunteer groups, CERT members, prisoner trustees, homeowner associations, County workers without other emergency responsibilities, or commercial contractors.

Counties should not count on the availability of the Florida Division of Forestry nor the FNG either in their initial planning or beyond 72 hours as both agencies are task organized under the FDEM for comprehensive statewide response. This does not preclude Counties from submitting a request to the SEOC for staffing assistance, but it is important to note that whatever assistance is available may or may not come from within these agencies.

Again, note that FNG personnel assigned to manage PODs **will NOT provide site security** for the same.

The FDEM will provide a FLNG Logistics LNO to the County EOC for purposes of coordinating logistics support to the County, who in turn reports directly, and only, to the State Unified Logistics Section POD Support Officer at the State EOC. Each POD must report through this individual with quantities on hand, arrival of trucks, requesting additional resources if the initial shipment is inadequate and end of day quantities distributed for that operational period. The individual may serve a multi-purpose role, but will not be responsible for the entire County logistics program.

Site Support:

In addition to staffing, counties are responsible for providing the following at PODs on Day-1 opening.

Traffic Control Equipment. This will include traffic cones, barricades, barrier tape, temporary signage, and other assets for managing vehicular traffic around the site. If the County is short on resources, they can request support through the SEOC through normal channels.

Site Security and Traffic Management. Counties are responsible for assigning law enforcement and traffic control personnel to each POD. The FLNG deployed for the purpose of establishing a POD, will NOT perform any form of security mission at PODS. Counties are responsible for assigning adequate law enforcement personnel to secure the site on a 24-hour basis as well as traffic management and control. If the County is short on law enforcement resources, they can request support through the SEOC through normal channels. The County may also wish to contract for private security for these sites.

Counties must also provide for two-way communications between the PODs and the County EOC.

POD Types

POD's are typed into three categories:

TYPE I POD:

Type I = Four lane operation (100,000 Square Feet Minimum space) 20,000 persons per day, 560 vehicles per hour

Type I PODS can only be placed on four-lane roads due to volume requirements and traffic control concerns

SEE FIGURES 3 AND 4

Type II POD:

Type II = Two lane operation (75,000 Square Feet Minimum space) 10,000 persons per day, 280 vehicles per hour

Four lane roads preferred due to volume and traffic concerns.

SEE FIGURES 5 AND 6

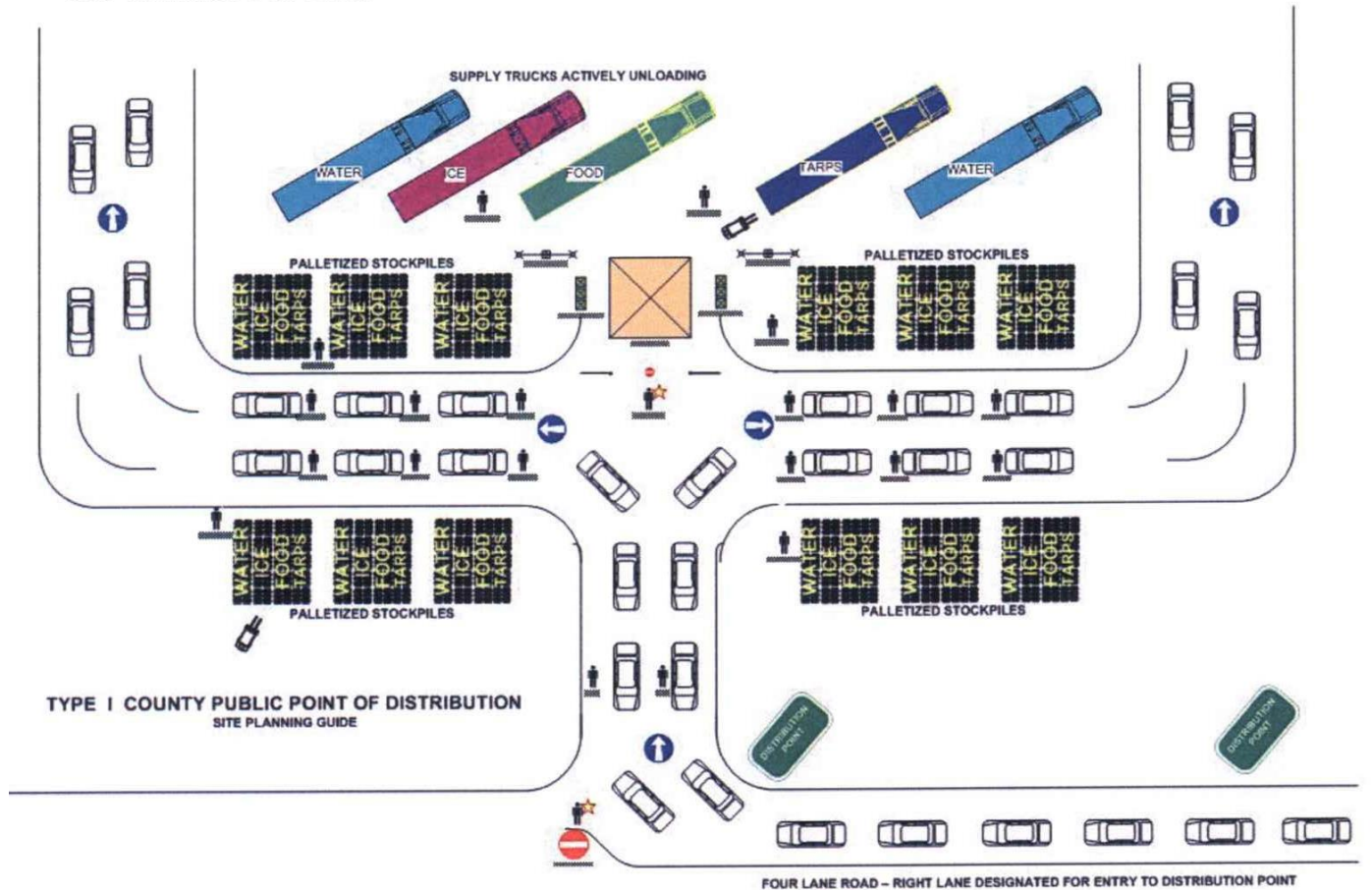
Type III POD:

Type III – One-lane operation (50,000 Square Feet Minimum space) 5,000 persons per day, 140 vehicles per hour

May be placed on two-lane road with traffic control

SEE FIGURES 7 AND 8

NIMS TYPE I COUNTY POINT OF DISTRIBUTION
Serves 20,000 Persons Per Day
560 Vehicles Per Hour



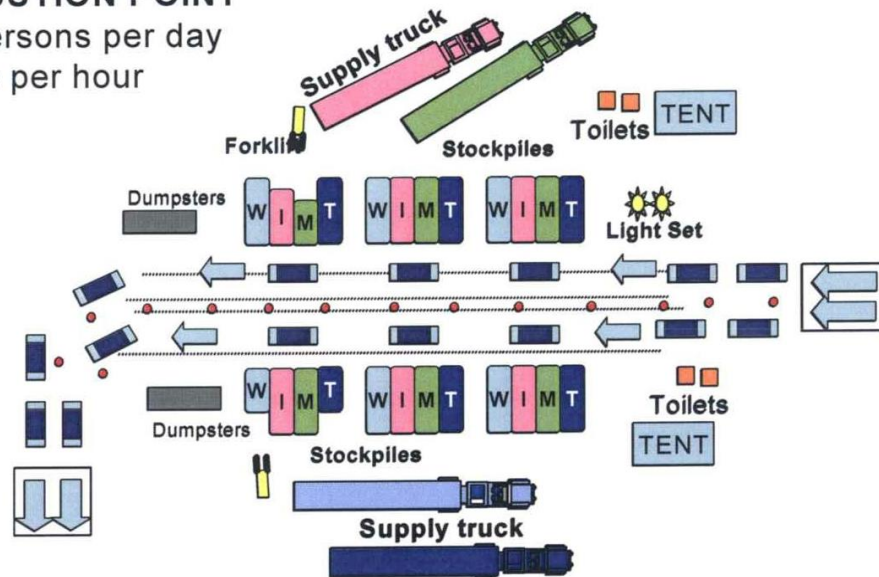
**Type I Distribution Point
Resources Required**

Type I Distribution Point					
Manpower				Equipment	
Local Responsibility	Type	Day	Night	Type	Number
	Manager	1	0	Forklifts	3
	Team Leader	2	1	Pallet Jacks	3
	Forklift Operator	2	3	Power Light Sets	2
	Labor	57	4	Toilets	6
	Loading Point	36		Tents	2
	Back-up Loading PT	18		Dumpsters	4
	Pallet Jacks Labor	3		Traffic Cones	30
Others	Totals	70	9	Two-way radios	4
	Law Enforcement	4	1		
	Community Rel.	4	0		
Grand Total		78	10		

Figure 4

TYPE II - DISTRIBUTION POINT

Serves 10,000 persons per day
280 vehicles per hour



Note: Individual vehicles drive through and Ice & water is loaded into their trunks. Recommend One case water, 2 or 3 bags of ice per vehicle and 6 MRE's

Supply trucks for Ice, Water, MRE's and Tarps are to be off-loaded promptly and returned for re-supply.

Maximum Loads per Day – Type II

Water	2
Ice	2
MRE	1
Tarp	1

Figure 5

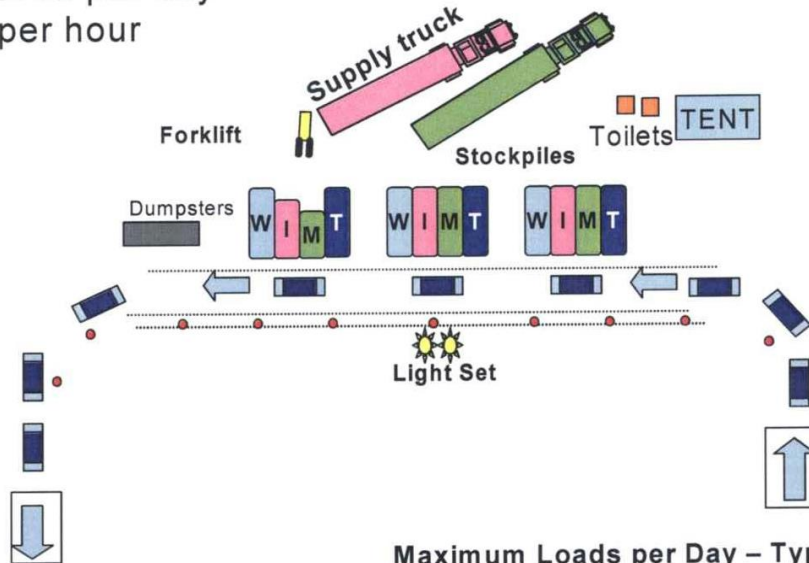
Type II Distribution Point Resources Required

Type II Distribution Point					
Manpower				Equipment	
Type		Day	Night	Type	Number
Local Responsibility	Team Leader	1	0	Forklifts	2
	Forklift Operator	1	2	Pallet Jacks	2
	Labor	28	3	Power Light Sets	1
	Loading PT	18		Toilets	4
	Back-up Loading PT	9		Tents	2
	Pallet Jacks Labor	1		Dumpsters	2
	Totals	30	5	Traffic Cones	15
Others	Law Enforcement	2	1	Two-way radios	0
	Community Rel.	2	0		
Grand Total		34	6		

Figure 6

TYPE III - DISTRIBUTION POINT

Serves 5,000 persons per day
140 vehicles per hour



Note: Individual vehicles drive through and ice & water is loaded into their trunks. Recommend One case water, 2 or 3 bags of ice per vehicle and 6 MRE's

Supply trucks for Ice, Water, MRE's and Tarps are to be off-loaded promptly and returned for re-supply.

Maximum Loads per Day – Type III

Water	1
Ice	1
MRE	1/2
Tarp	1/2

Figure 7
Type III Distribution Point
Resources Required

Type III Distribution Point					
Manpower				Equipment	
Type		Day	Night	Type	Number
Local Responsibility	Forklift Operator	1	1	Forklifts	1
	Labor	15	2	Pallet Jacks	1
	Loading PT	9		Power Light Sets	1
	Back-up Loading PT	5		Toilets	2
	Pallet Jacks Labor	1		Tents	1
	Totals	16	3	Dumpsters	1
Others	Law Enforcement	2	1	Traffic Cones	10
	Community Rel.	1	0	Two-way radios	0
Grand Total		19	4		

Figure 8

ANNEX A EQUIPMENT AND SUPPLIES

This list of equipment and supplies is the baseline for establishing a POD; it will be reviewed prior to the establishment of a POD and adjusted if needed to meet the needs of the mission.
(Locally Provided means county or municipality)

Resource	QTY Reqd	Lead Agency
*Forklifts conventional 6,000 lb.	1-2	Vendor Contract
Pallet Grabbers and Chain sets	1/1	Locally provided
*Pallet Jacks, hand operated	2	Vendor contract
Cellular Phones	1	ESF 2
Extension Cords 12/3 GA.	500'	Locally provided
Eye Protection, safety glasses	25	Locally provided
Flashlights, "D" Cell (2), Industrial	12	Locally provided
Motorola Talk Abouts or equivalent (optional)	6	Locally provided
Hard Hats, conventional,	30	Locally provided
HazMat spill kit	1	Locally provided
Hearing Protection, plugs, disposable	100	Locally provided
Megaphone, 25 watt, w/remote mike	1	Locally provided
Traffic cones	40	Locally provided
Work gloves (Pr)	10	Locally provided
Barricade tape (rolls) 1000'	4	Locally provided
Barricades	12	Locally provided
*10x10 Shade Tent	4	Vendor Contract
Electrical Boxes, spider	2	Vendor Contract
Fans, Warehouse, 36"	1	Vendor Contract
*Lights, portable, 4,000 watt Light Tower	2	Vendor Contract
*Portable Toilets, self contained, with daily service contract	6	ESF 8
Vests, Safety	50	Locally provided

Notes:

1. For planning purposes: The FL National Guard will manage their own transportation requirements. If the event calls for more high water or off road capability missions, additional military transportation may be requested as a separate mission tasking. Note that National Guard will NOT perform security on-site under a logistics support tasking.

2. This list is representative of what is required to effectively manage a POD. FDEM will push items indicated with an asterisk (*) to all pre-identified PODs, all remaining items should be arranged for by the county. Should shortfalls occur, the county may request resources through the SEOC Counties must sign for and assume accountability for any equipment delivered to the site by the State.

ANNEX B

<u>CSA AND POD CHECKLIST - HURRICANE</u>	
Hurricane Time Line – County Staging Areas and Points of Distribution	
Pre-Landfall	Phase I <ul style="list-style-type: none"> ▪ Make preparations to activate County Staging Area and Points of Distribution ▪ Insure Logistics plans are reviewed ▪ Contact site owner and activate MOU or execute Lease ▪ Arrange for staffing of locations and are prepared for deployment. ▪ Prepare personnel and equipment for deployment ▪ Identify CSA equipment to be deployed. ▪ Pack CSA Jump Boxes ▪ Fuel Vehicles
	Phase II <ul style="list-style-type: none"> ▪ Review CSA and POD Procedures ▪ Assess the situation. ▪ Notify vendors of support requirements <ul style="list-style-type: none"> ▪ Standby one CSA Support Package from locally contracted vendors ▪ Determine assets to deploy ▪ CSA Team <ul style="list-style-type: none"> ✓ CSA Manager ✓ Operations ✓ Plans ✓ Logistics ✓ Finance ✓ and others as required
	Phase III <ul style="list-style-type: none"> ▪ Prepare to deploy personnel and assets post landfall
Post Landfall (0-24 hours)	<ul style="list-style-type: none"> ▪ Evaluate resource needs next operational period ▪ Verify suitability of CSA site ▪ Decision to open CSA ▪ Determine CSA site repairs to be accomplished. ▪ Determine POC's for local Points of Distribution sites. ▪ Deploy POD Equipment Resources and Staff <ul style="list-style-type: none"> ▪ MHE, Traffic Control, Support Equipment ▪ Manager, MHE Operators, labor, CR Staff, Security ▪ Monitor the Situation
(24-48 Hours)	Phase I <ul style="list-style-type: none"> ▪ Evaluate resource needs next operational period ▪ Establish the LSA ▪ Move resources to the LSA ▪ Monitor the Situation
	Phase II

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	<ul style="list-style-type: none"> ▪ Deploy personnel and equipment to the LSA. ▪ Activate the LSA ▪ Begin LSA operations ▪ Transfer resource request activity to the LSA ▪ Mission assignments begin. ▪ Resource tracking. ▪ Situation Reporting.
(48-72 Hours)	<ul style="list-style-type: none"> ▪ Fulfill resource requirements. ▪ Evaluate resource needs next operational period ▪ Monitor the Situation
(72 Hours +)	<ul style="list-style-type: none"> ▪ Fulfill resource requirements ▪ Evaluate resource needs next operational period ▪ Re-supply the LSA ▪ Assess resource requirements ▪ Begin Demobilization Planning ▪ Monitor the Situation
Post Landfall through Demobilization	<ul style="list-style-type: none"> ▪ Continue to assess resource requirements ▪ Fulfill resource requirements. ▪ Evaluate resource needs next operational period ▪ Re-supply the LSA ▪ Monitor the Situation ▪ Prepare for demobilization.
Demobilization	<ul style="list-style-type: none"> ▪ Contact vendors to return leased / contracted resources ▪ Areas of Operations ▪ LSA ▪ SEOC

ANNEX C

DEMobilization CHECKLIST REQUIRES ADDITIONAL MODIFICATION	
Responsibilities: Demobilization Initiated	
	1. Notification: Counties in conjunction with the SEOC evaluate the requirements to suspend or relocate PODS and/or CSA's. Notify all agencies supporting the POD of need to demobilize operations.
	End Receiving: Notify SEOC and vendors of demobilization and to stop shipment at least 24-hours prior to the final delivery request. Notify incoming shipments of any need to change ship point prior to demobilization.
	Demobilization Planning: Develop transfer plans for all goods, inventory, and support systems. Develop plans for re-packing state equipment and goods for transfer back to FDEM control. Notify vendors of demobilization date and time for pick up of vendor supplied non-expendable equipment.
	Demobilization Preparation: Stage supplies for shipping to distribution sites, VolAgs and other active agencies. Stage materials and state provided resources and support systems for pick up. Stage vendor provided resources and support systems for pick up.
Redistribute Supplies	
	1. Redistribute Supplies: <ul style="list-style-type: none"> ▪ In coordination with ESF11 and other active ESF's in the POD redistribute remaining supplies to distribution sites, VolAgs, Federal agencies, state or other active agencies.
	2. Redistribute Materials: <ul style="list-style-type: none"> ▪ In coordination with ESF11 and other active ESF's in the POD redistribute remaining materials to distribution sites, VolAgs, Federal agencies, state or other active agencies. ▪ Recycle pallets
DISMANTLE THE POD	
	1. End Operations: <ul style="list-style-type: none"> ▪ Notify SEOC and local EOC's that shipping to distribution sites will be ending as of a certain date and time. ▪ Identify locations of Logistics Support trailer equipment. ▪ Recover all equipment belonging to the logistics support trailer.
	2. Pack Equipment: <ul style="list-style-type: none"> ▪ Dismantle all equipment, especially office systems, and support equipment. ▪ Prepare forklifts and pallet jacks for pickup and loading. ▪ Recover all unused equipment and properly store it in the logistics support trailer.

	<p>3. Decontaminate Equipment:</p> <ul style="list-style-type: none"> Decontaminate any equipment that has been used in flooded areas such as pumps and pipes used to pump out flooded areas.
	<p>4. Inventory Equipment:</p> <ul style="list-style-type: none"> Inventory all office equipment and systems versus initial receipts. Inventory all forklifts, pallet jacks and other floor operation equipment for pickup. Inventory Logistic support trailer equipment.
	<p>5. Transport Ready:</p> <ul style="list-style-type: none"> Contact vendors, provide pickup date, and time for remaining equipment and systems. Contact state resources to pick up all equipment and support systems. Ensure transport available for any remaining resources.
	<p>6. Load Equipment:</p> <ul style="list-style-type: none"> Work with SEOC, EOC's, and vendor's to load last equipment and support systems.
	<p>7. Clean Site:</p> <ul style="list-style-type: none"> Perform final site cleaning for transfer back to local or vendor control.
	<p>8. Site Inspection:</p> <ul style="list-style-type: none"> Perform site inspection to determine readiness for return.
	<p>9. Return Site:</p> <ul style="list-style-type: none"> Return site to local control. Arrange to disconnect hard lines. Notify SEOC that control has been returned.
Close Out Operations / Records	
	<p>1. Release Staff:</p> <ul style="list-style-type: none"> Ensure staff is properly rested prior to departing for home station. Have staff turn in all issued safety equipment, signage, and other POD/FDEM Equipment Notify agencies and SEOC. Release POD management from duties.
	<p>2. Notify Division of Emergency Management:</p> <ul style="list-style-type: none"> Notify state and local EOC's that all POD operations are discontinued and demobilization is complete.
	<p>3. Return Records:</p> <ul style="list-style-type: none"> Send all shipping, receiving and truck logs plus copies of all electronic media and records back to the Logistics Unit at the SEOC. Send copies of all bills, receipt of equipment, shipping reports, etc back to Logistics Section at the SEOC.
	<p>4. End Deployment:</p> <ul style="list-style-type: none"> Everyone go home for much needed rest.

POD Inventory Sheet (Expendable Supplies)

POD Location: _____ #: _____

Period Covered _____

[illegible]

The purpose of this form is to maintain a periodic inventory of the POD. This form is for expendable supplies such as ice, water, food etc and is used to develop "burn rates".

POD Receipt of Inventory Form

THE PURPOSE OF THIS FORM IS COLLECT INFORMATION ON THE RECEIPT OF EXPENDABLE AND NON-EXPENDABLE SUPPLIES AND EQUIPMENT RECEIVED INTO THE POD INVENTORY. THE POD SUPERVISOR WILL FILL OUT THIS FORM; THE BILL OF LADING OR MANIFEST IF PROVIDED ATTACHED AND DELIVERED TO THE LOGISTICS LNO. ONE FORM PER DELIVERY.			
Date:	Time:	Vendor:	
Delivered by:		Bill of Lading Number:	
Item	Identity Number	Quantity	Packaging
Disposition	Stored at POD Site Yes / No		
Direct Shipped (attach to shipping form)	Mission Number	Copy Provided to shipping officer Yes / No	
Signed: Officer		Receiving	
Internal Audit use only			
Audit Control #		Mission Tracker # Requesting these resources.	

LSA Form 2355-4 LSA Receipt of Inventory Form

POD Shipment of Inventory Form

THE PURPOSE OF THIS FORM IS COLLECT INFORMATION ON THE SHIPMENT OF EXPENDABLE AND NON-EXPENDABLE SUPPLIES AND EQUIPMENT SHIPPED FROM THE POD INVENTORY. THE POD SUPERVISOR WILL FILL OUT THIS FORM. THE TEMPORARY HAND RECEIPT IF PROVIDED ATTACHED AND DELIVERED TO THE LOGISTICS LNO. ONE FORM PER DELIVERY.			
Date	Time	POD Mission Number	
Mode of Transportation commercial / military / land / air			
Transportation Description/ identity			
Shipped To:			
Item	Identity Number	Quantity	Packaging
Signed : Officer		Shipping	

Copy 1 Supervisor's Records
Copy 2 Logistics LNO
Copy 2 Receiving Agency

LSA Form 2355-5 LSA Shipment of Inventory Form
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GENERATORS

GENERATORS									
Brand	Kw	Phase	V	A	Location	Address	City	Fuel	Gallons
Caterpillar	1000	3	480	1504	Emergency Operations Center	700 Hwy 2300	Southport	Diesel	5000
Caterpillar	1000	3	480	1504	Emergency Operations Center	700 Hwy 2300	Southport	Diesel	5000
	200				Sheriff's Office	3421 Hwy 77	Panama City	Diesel	
Generac	100				Medical Examiner	3737 Frankford Ave.	Panama City	Diesel	
Generac	50				Courthouse	300 E. 4th St.	Panama City	Natural Gas	
Generac	100				Courthouse Annex	301 McKenzie Ave.	Panama City	Natural Gas	
Kohler	50				Mosquito Control	4800 Firetower Rd.	Panama City	Diesel	
John Deere	60		120-240		Steelfield Stateline	11411 Landfill Rd.	Panama City Beach		
Kohler	60				Utility Operations Center	3410 Transmitter Rd.	Panama City	Diesel	
Kohler	50				Utilities Laboratory	3420 Transmitter Rd.	Panama City	Diesel	
	1400				Advanced WWTP Tyndall AFB	100 Lagoon Rd.	Tyndall AFB		
Cummins	150				West End Fire Station	20800 Panama City Beach Parkway	Panama City Beach	Natural Gas	
Onan	75	1	120-240		Bay County Yard-Downtown	517 E. 9th St.	Panama City	Propane	
Generac	45	1	120-240		Beach Tower Site	12425 Hutchinson Blvd.	Panama City Beach	Propane	
Generac	45	1	120-240		FHP Tower Site	9609 Hwy 22	Panama City	Propane	
Generac	45	1	120-240		Bennett Tower Site	7300 E. Hwy 20	Youngstown	Propane	
Kohler	230	3	120-208		Youngstown Fire Station	11771 Hwy 231	Youngstown	Diesel	
Kohler	200	1	120-208		Thomas Drive Fire Station	2913 Thomas Dr.	Panama City Beach	Diesel	
Kohler	230	3	120-208		Sand Hills Fire Station	13010 N. Hwy 77	Southport	Diesel	
Generac	15	1	120-240		Thomas Drive Fire Station #2	2911 Allison Ave.	Panama City Beach	Propane	
Generac	15	1	120-240		Thomas Drive Fire Station #3	4024 Holiday Dr.	Panama City Beach	Natural Gas	
Generac	15				Bayou George Fire Station	9033 Hwy. 2301	Youngstown	Propane	
	1100				Water Treatment Plant-3 #1	3400 Transmitter Rd.	Panama City		
	1100				Water Treatment Plant-3 #2	3400 Transmitter Rd.	Panama City		
	1100				Water Treatment Plant-3 #3	3400 Transmitter Rd.	Panama City		

BAY COUNTY, FLORIDA
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

GENERATORS									
Brand	Kw	Phase	V	A	Location	Address	City	Fuel	Gallons
	700				SE Pumping Station	100 Lagoon Rd.	Tyndall AFB		
	100				Jail Annex	5700 Star Ln.	Panama City		
Kohler	30				Mobile				
Kohler	100				Mobile				
Kohler	180				Mobile				
Balder	38				Mobile				
Cummins	350	3	208	1215	BMC-1st Floor	615 N. Bonita Ave.	Panama City	Diesel	45000*Sh
Detroit	250	3	208	860	BMC-1st Floor	615 N. Bonita Ave.	Panama City	Diesel	45000*Sh
Detroit	300	3	480	450	BMC-NCEP		Panama City	Diesel	11400*Sh
Detroit	350	3	480	527	BMC-NCEP		Panama City	Diesel	11400*Sh
Detroit	400	3	208	1388	BMC-NCEP		Panama City	Diesel	11400*Sh
Catepillar	40	3	480	60	BMC-NCEP		Panama City	Diesel	350
Catepillar	1500	3	480	2259	BMC-NCEP		Panama City	Diesel	45000*Sh
Catepillar	1500	3	480	2259	BMC-NCEP		Panama City	Diesel	45000*Sh
Kohler	250	3	347-600	376	Bay District School Command Center			Diesel	750
Kohler	135	3	120-240	91	Bay District School Operations Center			Diesel	275
Kohler	160	3	139-240	240	Northside Shelter	2001 Northside Dr.	Panama City	Diesel	900
Cummins	600	3	277-480	902	Bozeman Shelter	13410 Hwy 77	Panama City	Diesel	3050
Kohler	350	3	347-600	400	Bozeman Shelter	13410 Hwy 77	Panama City	Diesel	1100
Cummins	900	3	480	1353	Haney Shelter	3016 Hwy 77	Panama City	Diesel	4100
Kohler	1600	3	347-600	3000	Haney Shelter	3016 Hwy 77	Panama City	Diesel	8250
Kohler	350	3	120-240	91	Patterson/Rutherford / Waller Shelters	Mobile-BDS OPS		Diesel	500
Cummins	900	3	480	1353	Haney Shelter	3016 Hwy 77	Panama City	Diesel	4100
Kohler	1600	3	347-600	3000	Haney Shelter	3016 Hwy 77	Panama City	Diesel	8250
Kohler	350	3	120-240	91	Patterson/Rutherford / Waller Shelters	Mobile-BDS OPS		Diesel	500
Detroit_A	35	3			ARC Command Center			Diesel	250
					Salvation Army Command Center	1824 W. 15th St.	Panama City		
Olympian	150				Florida Highway Patrol/ EOC COOP Facility	6030 C.R. 2321	Panama City	Diesel	850

BAY COUNTY, FLORIDA
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

GENERATORS									
Brand	Kw	Phase	V	A	Location	Address	City	Fuel	Gallons
Onan	1000	3	277-480		PCB/WWTP-Main	206 N. Gulf Blvd.	Panama City Beach	Diesel	5500
Onan	1000	3	277-480		PCB/WWTP-Main	206 N. Gulf Blvd.	Panama City Beach	Diesel	5500
Kohler	1000	3	277-480		PCB/WWTP-Main	206 N. Gulf Blvd.	Panama City Beach	Diesel	5500
Kohler	1000	3	277-480		PCB/WWTP-Main	206 N. Gulf Blvd.	Panama City Beach	Diesel	5500
Generac	500	3	277-480		PCB/WWTP-(Wetlands PS)		Panama City Beach	Diesel	1175
Generac	500	3	277-480		PCB/WWTP-(Wetlands PS)		Panama City Beach	Diesel	1175
Generac	500	3	277-480		PCB/WWTP-(Wetlands PS)		Panama City Beach	Diesel	1175
Caterpillar	1000	3	277-480		PCB/Reclaimed Water-PS	205 N. Gulf Blvd.	Panama City Beach	Diesel	1000
Generac	150	3	277-480		PCB/Conservation Park	100 Conservation Dr.	Panama City Beach	Diesel	400
Kohler	105	3	277-480		PCB/LS #74	22819 PCB Parkway	Panama City Beach	Diesel	200
Caterpillar	200	3	277-480		PCB/LS #73	17550 PCB Parkway	Panama City Beach	Diesel	650
Caterpillar	50	3	120-240		PCB/LS #87	19944 PCB Parkway	Panama City Beach	Diesel	350
Cummins	100	3	120-240		PCB/LS #110	Front Beach & Sands St.	Panama City Beach	Diesel	270
Marathon	200	3	277-480		PCB/LS #9	11117 Hwy 98	Panama City Beach	Diesel	500
Kohler	40	3	120-240		PCB/LS #11	200 Beach Dr.	Panama City Beach	Diesel	204
Generac	500	3	277-480		PCB/LS #96	9500 PCB Parkway	Panama City Beach	Diesel	2400
Cummins	450	3	277-480		PCB/LS #40	3003 Joan Ave.	Panama City Beach	Diesel	1500
Caterpillar	60	3	120-240		PCB/LS #59	Navy Base	Panama City Beach	Diesel	193
Kohler	200	3	277-480		PCB/LS #128	5720 Magnolia Beach Rd.	Panama City Beach	Diesel	620
Caterpillar	150	3	277-480		PCB/LS #7	490 Nautilus St.	Panama City Beach	Diesel	563
Caterpillar	750	3	277-480		PCB/McElvey Water Stor./Pump Station	7120 McElvey Dr.	Panama City Beach	Diesel	2000
Caterpillar	1000	3	277-480		PCB/West Bay Water Stor./Pump Station	150001 School Rd.	Panama City Beach	Diesel	4000
Caterpillar	250	3	120-240		PCB Police Department	110 S. Arnold Rd.	Panama City Beach	Diesel	600
Kohler	30	3	120-240		PCB-Mobile	Mobile	Panama City Beach	Diesel	100
Kohler	30	3	120-240		PCB-Mobile	Mobile	Panama City Beach	Diesel	100
Kohler	75	3	120-240		PCB-Mobile	Mobile	Panama City Beach	Diesel	100

BAY COUNTY, FLORIDA
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

GENERATORS									
Brand	Kw	Phase	V	A	Location	Address	City	Fuel	Gallons
Kohler	100	3	120-240		PCB-Mobile	Mobile	Panama City Beach	Diesel	100
Generac	100	3	120-240		PCB-Mobile	Mobile	Panama City Beach	Diesel	100
Olympian	100	3	120-240		PCB-Mobile	Mobile	Panama City Beach	Diesel	100
Fairbanks	400		480		AWT-1	Water Plant	Panama City	Diesel	750
Fairbanks	250		480		AWT-2	Vetrans Park	Panama City	Diesel	600
Fairbanks	150		480		AWT-3	Bob Little		Diesel	150
EMU	200		480		AWT-4	Bayou Ave.		Diesel	200
Fairbanks	350		480		AWT-5	Everitt Ave.		Diesel	600
Fairbanks	250		480		BC-6	Canal Ave.		Diesel	600
EMU			480		BC-7	Bylsma			
EMU			240		BC-8	Merritt Brown			
Flygt	100		240		BC-9	Bay County Jail			1136 L
Flygt			240		BC-10	Dune Creek			
Myers			240		BC-11	Harders Park			
EMU			240		BC-12	Sweetwater Village			
EMU			480		BC-13	R. Landing			
EMU	100		240		BC-14	Bay Line Dr.		Diesel	200
Flygt			240		BC-15	Bay Line Dr.			
Myers			240		BC-16	River Side			
EMU			240		BC-17	Derby Woods			
EMU			240		BC-18	Bob Jones Dr.			
Flygt			240		BC-19	College Oaks Sub.			
Flygt			240		BC-20	Brittonwoods			
EMU			240		BC-21	Hillcrest Subd.			
Hydromatic			240		BC-22	Picadilly Sub.			
EMU			240		BC-23	Plantation Park			
Hydromatic			110		BC-24	Coastal Plumbing			
Toshiba	300		480		BC-25	Game Farm Rd.		Diesel	500
Toshiba			480		BC-26	22 Crt.			
EMU			240		BC-27	Ammies Trailer Park			
Myers			240		BC-28	17th St.			
Fairbanks			480		BC-29	College Ave.			
P.Body Barns			240		BC-30	Bob Lofton			
EMU			240		BC-31	Everitt Ave.			
EMU			240		BC-32	Commerce Park			
EMU			240		BC-33	Alva Thomas			
EMU			240		BC-34	Bayou George Dr.			
EMU			240		BC-35	Sweetbriar Rd.			
Hydromatic			240		BC-36	Southport School			

BAY COUNTY, FLORIDA
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

GENERATORS									
Brand	Kw	Phase	V	A	Location	Address	City	Fuel	Gallons
Flygt			240		BC-37	Lake Merial			
Flygt			240		BC-38	Graham Ln.			
Flygt	80				BC-39	Spikes Rd.		Diesel	200
Flygt	125				BC-40	Smith Rd.		Diesel	330
Flygt			240		BC-41	Plantation Dr.			
Flygt	50		240		BC-42	Airport		Diesel	145
ABS			240		BC-43	2300 / EOC	Southport		
Flygt			240		Booster	Titi & 388			
Flygt	180		460		BC-44	13010 Hwy. 77	Southport	Diesel	750
Myers			240		BC-45	3611 Transmitter	Panama City		
Flygt			240		BC-46	Airport Parking G			
Flygt	45				BC-47	Venture Crossing 1		Natural Gas	
Flygt			460		BC-48	Venture Crossing 2			
Flygt	80		460		BC-49	388 & Hwy. 79		Diesel	200
KBS			240		BC-50	Majette Tower Rd.			

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